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NAVY OCCUPATIONAL HEALTH
INFORMATION MANAGEMENT SYSTEM

NOHIMS

SYSTEM MANAGER'S GUIDE

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Naval Sea System Command Occupational Safety and Health Record Keeping System

System Manager's Guide

APRIL 1987

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PREFACE

Since August 1984, an occupational health and safety information system has been under development for use in the industrial facilities operated by the Navy Sea Systems Command (NAVSEA) and in the medical and administrative facilities operated by the Navy Medical Command (NAVMEDCOM). The system consists of industrial and medical subsystems. The industrial subsystem, referred to as the Occupational Safety and Health Record Keeping System (OSHRKS), was designed and developed as a prototype by The MITRE Corporation. OSHRKS consists of seven modules. Each NAVSEA facility is expected to use from four to seven of these modules depending on its information needs. The NAVMEDCOM sites require three of the industrial modules and the Administration module in addition to the medical subsystem, which is available in the public domain.

In August 1986, MITRE completed the prototype development of the following OSHRKS modules:

- Environmental Exposure
- Medical Exam Scheduling
- Hazardous Materials Control
- Hazard Deficiency Abatement
- Injury and Compensation Claims
- Safety and Health Training
- Administration

Complete and accurate technical and non-technical documentation was required for each of these modules. This documentation was to describe clearly and accurately the capabilities of OSHRKS--an advanced, online, integrated system based on the use of a data base management system and programmer tool kit--while also satisfying the Navy's documentation standards. Representatives from various groups from within the Navy, in consultation with members of MITRE's technical staff, created a set of documentation guidelines for the OSHRKS modules. These guidelines specified the title of each document and its content and format.

The following three types of documents have been prepared on each of the first six modules listed above:

- Users' Manual - This manual describes, in non-technical terms, the module's major input and output processes. Examples of reports and displays produced by the module are included. This document is intended for use by the reader who is interested in understanding the module's capabilities.
- Operators' Guide - This guide explains how a user interacts with the module to enter or retrieve data. For each menu option in a module, an overview of the purpose of the option is presented, an example prompt sequence is displayed, and detailed explanations of the user's interactions to specific prompts are discussed. These documents are intended for use by those people who will be entering data into or retrieving data from the module.
- Program Maintenance Manual - This manual describes the software used by the module and is intended for use by the programmer who must maintain or enhance the module's software.

Three additional documents that provide documentation on the Administration module and on system-wide activity have also been prepared. The Primer describes, in general, how a user interacts with a FileMan-based system (FileMan is a data base management system developed by the Veterans Administration) and enters and retrieves data from the Administration module. The System Manager's Guide provides instructions to the staff that must keep the system operational on a day-to-day basis. Largely, it serves as the Operators' Guide for the Administration module. System management functions needed to keep the other module's operational are also explained in this document. The System-Wide Program Maintenance Manual describes the software used in the Administration module and those software utilities that are used by all modules. This document is intended for use by the maintenance programmer.

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1.0 INTRODUCTION

1.1 Purpose of the System Manager's Guide

The Occupational Safety and Health Record Keeping System (OSHRKS) is a large and complex minicomputer-based system that will be used in many Navy industrial and medical facilities. The purpose of the system is to provide support to the Occupational Safety and Health (OSH) professionals charged with protecting the Navy's work force. Successful operation of the system is dependent on a variety of people: data entry personnel, OSH professionals, OSH managers, and the System Manager (and his/her staff). The System Manager's role is many-faceted and includes the following activities:

- Continuous managing of the system's resources--the central computer, terminal and communications hardware, operating system, computer languages, OSHRKS applications software, and the OSHRKS data base
- Implementing Navy policies regarding the use of OSHRKS data
- Trouble-shooting system problems as they occur
- Providing expertise on system operations to the user community
- Meeting or discussing OSHRKS with other OSHRKS System Managers to keep abreast of the most current view of the system's capabilities.

This manual is only part of the documentation that supports the System Manager in the conduct of his/her duties. The System Manager will also need to be familiar with all other OSHRKS documentation, as well as documentation on the computer hardware, the operating system, the communications hardware and software, etc. In particular, this guide assumes that the reader has carefully reviewed the OSHRKS Primer. It is also advisable that, if necessary, the System Manager become knowledgeable about Navy OSH practices. The contents of this guide are limited to operational instructions for the OSHRKS functions which fall directly under the responsibility of the System Manager.

1.2 References

The following references provide additional information on the OSHRKS:

- Environmental Exposure Users' Manual
- Environmental Exposure Operators' Guide

- Medical Exam Scheduling Users' Manual
- Medical Exam Scheduling Operators' Guide
- Hazardous Materials Control Users' Manual
- Hazardous Materials Control Operators' Guide
- Hazard Deficiency Abatement Users' Manual
- Hazard Deficiency Abatement Operators' Guide
- Safety and Health Training Users' Manual
- Safety and Health Training Operators' Guide
- Injury and Compensation Claims Users' Manual
- Injury and Compensation Claims Operators' Guide
- OSHRKS Primer
- Veterans Administration (VA) FileMan User's Manual
- VA Kernel Reference Manual

The following references provide background on Navy OSH practices:

- Navy Occupational Safety and Health Program Manual, OPNAV Instruction 5100.23B, 31 August 1983
- Shipyard Training Development Management Plan, Naval Sea Systems Command, January 1985
- Department of Defense Hazardous Materials Information System Procedures, Department of Defense 6050.5M, July 1981
- Federal Supply Classification Part 1: Group and Classes, SB 708-21, May 1982
- Materials Management Application - Shelf File/Hazardous Materials Analysis Package, August 1984
- Federal Standard - Material Safety Data Sheets, Preparation and Submission of (Proposed), Federal Standards 313C, April 14, 1983

- NAVSUP Instruction 5100.27: Navy Hazardous Material Control Program
- Consolidated Hazardous Item List (CHIL) - NAVSUP Publication 4500, July 1980
- Executive Order 12196
- Code of Federal Regulations Title 29 #1960.30
- NAVSEA Instruction 5100.15
- Department of Defense Occupational Health Surveillance Manual, DoD 6055.5-M
- American National Standard Method of Recording Basic Facts Relating to the Nature and Occurrence of Work Injuries, ANSI Standard Z16.2
- NAVSEA Instruction 12810.1, Employee Occupational Illness/Injury Compensation Claims; Management and Reporting of
- Training for Federal Employing Agency Compensation Specialists Resource Book, Federal Employee's Compensation Program, U.S. Department of Labor, Employee Standards Administration
- OPNAV Instruction 5102.1B, Mishaps Investigation and Reporting

1.3 Terms and Abbreviations

Appendix B to this document contains a glossary of all of the terms used in this document and all referenced OSHRKS Users' Manuals and Operators' Guides.

1.4 Organization of This Report

Section 2.0 describes the six most important files maintained by the System Manager: Agency Unit, Employee, Location, Occupation, Operation, and Stressor. These files are used by many of the OSHRKS modules, and the correct maintenance of these files is a critical system activity. Section 3.0 discusses the highest level menu options used by the System Manager. Section 4.0 provides an overview of system security and discusses the mechanics of maintaining the data used by the security processes. Sections 5.0 through 10.0 describe the System Manager activities associated with six of the seven OSHRKS modules (there are no System Manager activities associated with the Safety and Health Training module).

2.0 OVERVIEW OF THE KEY FILES MAINTAINED BY THE SYSTEM MANAGER

2.1 Background

From the beginning of OSHRKS's development, it was known that the major files maintained by the system had to be integrated. Though the system was to contain six modules, certain files would be used by all or most of these modules. The following six files emerged as those which most commonly would be used by the six modules:

- Agency Unit
- Employee
- Location
- Stressor
- Occupation
- Operation

These files are used by the system to control the values that can be entered for such data fields as Agency Units, Employees, Locations, Occupations, Operations, and Stressors. When used this way, these files function as reference files. However, three of these files--Agency Unit, Employee, and Stressor--also contain considerable data on each file entry and, hence, also function as applications files. For instance, the Employee file stores the person's name, social security number, address, shop assignment, hire date(s), etc. Whenever these fields appear on a report, regardless of which module produces the report, the data is retrieved from the Employee file. This provides the integrated data base capability that the system requires. As the system was developed, the software used to create and maintain this set of files became a seventh module, known as the Administration module. An overview of the six files in the Administration Module is presented in Section 2.2.

OSHRKS contains many other files whose sole purpose is to control a standard vocabulary of terms. These reference files are usually used only by one module, and are considered part of the module. They are described in the appropriate module section.

2.2 Administration Module Files

As stated above, the Administration module maintains six files that are used system-wide. The Agency Unit file contains the description of the organizational structure of each agency that is part of the OSHRKS

data base. Normally, a shipyard will be a single agency. Each department, division, branch, section, shop, etc., is a separate entry in the Agency Unit file. This file also knows where each of the entries "fits" in the organization in terms of what entry is immediately above or below another in the reporting hierarchy.

The Employee file contains an entry on each active and inactive person associated with an agency. The first part of the employee entry consists of administrative data, e.g., the person's social security number, sex, address, pay rate and plan. The remainder of the entry consists of subfiles, where each subfile contains a different type of data on the person. For example, a person's hire history and location assignment history are subfiles in the Employee file.

The Location file controls the vocabulary used for active and inactive geographical locations in a facility. Locations are composed of four pieces of data--site, location, sublocation, and area--separated by commas. A site is the general geographic place where a facility is located, a survey was conducted, or an injury incurred. It might be the Mare Island Naval Shipyard, the Bethesda Naval Hospital, etc. There may be one site or many, depending on whether the agency using the system consists of a contiguous geographic location or a central site and one or more satellite locations.

The Stressor file contains data for each hazardous agent in the work place. Whenever a hazardous agent is named in relation to a claim, deficiency, survey, medical program, or training course, the Stressor file controls the vocabulary that can be entered. The stressor vocabulary is predefined by the Naval Environmental Health Center (NEHC).

The Occupation file contains the code and long title of each occupation. The Operation file contains the code and a three-tiered description of each operation. The three-tiered description is composed of operation class, operation subclass, and operation name. The Occupation and Operation files will be supplied by NEHC.

3.0 MENU OPTIONS USED BY THE SYSTEM MANAGER

The System Manager must use a variety of menu options. Unlike most users, when the System Manager enters the system, he/she will first access FileMan's System Manager menu. These options are as follows:

- OSHRKS
- Core application devices
- Device editor
- Mail Man Manager
- Menu Management
- Task Manager
- User Edit

The options are used for a variety of system management functions. The VA Kernel Reference Manual describes in detail how to use these options. Throughout the remainder of this document, there will be references made to the use of specific suboptions under these options.

The system management functions developed especially for OSHRKS appear in various places on the OSHRKS menu sets. These menu options will be discussed in the appropriate module section of this guide.

4.0 SECURITY PROCESSES MAINTENANCE

4.1 Overview of Security Processes

Extensive security checks exist in OSHRKS. When a user logs on to the system, his/her ability to gain access to the system is checked by a password checking process. Simultaneously, device-dependent security checks are performed. After the user has gained access to OSHRKS, three additional security processes are invoked automatically by the system. These processes limit:

- What OSHRKS menu options the user can perform
- What agency access privileges the user has
- What FileMan activities the user can perform when he/she is working directly with FileMan (rather than working through the standard OSHRKS menu options)

The OSHRKS security processes use standard features of FileMan and the Kernel. The System Manager should read the appropriate sections in the documentation of these packages prior to initiating the various system security processes.

The security processes described above are invoked automatically by the system. The system software retrieves the needed security data from the appropriate system file and then performs its security check. The System Manager's responsibility is to enter and edit the data in the security-oriented files to ensure that the security checks are performed on complete, up-to-date, and accurate data.

Security data is resident in three system files--the User file, the Device file, and the Option file--and various options accessed from the System Manager menu (the option labeled "EVE" in the Option file) are used to update these files.

4.2 Security Functions Based on User File Data

4.2.1 User File Overview

The User file contains one entry for each system user. This entry consists of administrative and security data on the user. The important security fields are described in Table 4-1. Various functions under the User Edit function on the System Manager menu enable the System Manager to enter and edit data on a user. Sections II.A through II.G of the VA Kernel Reference Manual describe how to create and edit entries on a user.

TABLE 4-1
USER FILE SECURITY-ORIENTED FIELDS

ROLE	FIELD	FIELD VALUE	USE
Sign-on	Access Code	Character string	The user's password that is entered in response to the Access Code prompt.
	FileMan Access Code (FAC)	Character string	The character string that is compared to the character string in the various security fields.
	Verify Code	Character string	A secondary password that is prompted for if the Verify Code Asked field in the Device file is set to ask for a verify code.
	Primary Menu Option	Option name in the Option file	Control is passed to the menu whose name appears in this field provided password and device security checks have been satisfied.
Other	Timed Read (# of seconds)	Number (of seconds)	Whenever the terminal user is asked to enter data, the terminal will wait for a response for the number of seconds appearing in this field.

The data in the User file is used in all security checking processes except option access checking (Section 4.4).

4.2.2 Password Checking

The user's primary password, i.e., his/her access code, and optionally, secondary password, i.e., his/her verify code, are stored in the user's entry in the User file. The add and edit options under the User Edit function on the System Manager Menu can be used to maintain the password data.

4.2.3 Agency Checking

In some cases, two or more agencies will share the same computer. When this occurs, certain files such as the Employee file, will contain entries for all people employed by all of these agencies. However, a user's access to the contents of the Employee file (or certain other files) usually will be limited to only those entries that apply to his/her agency. In some cases a user may be granted access to more than one agency's data because of the nature of his/her job. A list of the agencies whose data the user can access is stored in the User file. Special OSHRKS software automatically, where appropriate, compares the user's agency access list to the agency designation stored in a file's entries and prohibits a user from accessing entries not on the user's agency list. The Assign Agency Access to Users option (Section 5.3.5) enables the System Manager to maintain the allowable agency list for each user.

TZGUSER?

4.2.4 The FileMan Access Code

The FileMan Access Code (FAC) is an especially important field in the User file. A FAC is associated with each user; it contains a string of characters such as "NnA". Security control fields are associated with FileMan files, fields, templates (stored specifications for inputting or outputting data from files), and devices. These security control fields are used to determine whether the terminal user can perform read, write, delete, or learn-as-you-go (LAYGO) operations on files or can use a particular device. These security control fields also consist of one or more characters. For example, an Employee file's Write Access field could contain a string of characters such as "ABC". If any one character in a user's FAC matches any one character in the relevant security control field, the user will have satisfied the security control condition and can perform the designated operation. In the example listed above, since both the user's FAC and the Employee file's Write Access security control field contain the letter "A" the user will be able to write, i.e., update the Employee file. The letters in the character strings have no inherent

meaning and can be chosen at will by the System Manager. It is important to recognize that a FAC and a security control field match each other if they have one character in common; they do not have to match on the entire character string.

The add and edit functions of the User Edit menu option can be used to maintain FAC data on each user. The System Manager should recognize that a FAC code of "@" identifies the user as a programmer and gives the individual unlimited system privileges. However, the only way to enter a "@" into a user's User file entry is through the actual edit of the User file's Massachusetts General Hospital Utility Multi-Programming System (MUMPS) global.

4.2.5 Direct FileMan Security Checking

Usually, a user does not directly use FileMan; instead he/she executes OSHRKS menu options. When the OSHRKS menu option is used, FileMan activities are strictly controlled and, with two exceptions (see Section 4.4), the security checking using the FAC is not performed. In some situations, especially if ad hoc queries are being performed, the user may directly execute one or more of FileMan's nine options. When these FileMan options are used directly, the FileMan security checking process using the FAC, as described above, is performed.

4.3 Security Functions Based on Device File Data

There are three device files the System Manager must maintain. One is used by the VAX/VMS operating system, one by the M/VX MUMPS package, and one is used by the Kernel. The one used by the Kernel, the Device file, is the only one that contains data used for security purposes. The other files, as well as the Device file, contain device specification data.

The Device Editor option in the System Manager menu enables the System Manager to maintain the security data on each device. Section IV of the VA Kernel Reference Manual explains how to use the Device Editor options. Table 4-2 summarizes the important security fields in the Device file.

4.4 Security Functions Based On the Option File Data

Every menu option is a unique entry in the Option file. One field in the entry is labeled Lock. The System Manager can enter a character string into this field using the Edit suboption of the Menu Management option. This string becomes the "lock". The Key Allocation suboption in the Menu Management menu enables the System Manager to assign to users the same character string. This is the "key" to the "lock". There can be an

TABLE 4-2
DEVICE FILE SECURITY-ORIENTED FIELDS

ROLE	FIELD	FIELD VALUE	USE
Password and Device Checking	Security	Character string	The terminal user's FAC must contain one letter in common with this field's characters in order for the terminal user to be allowed to use this device.
	Verify Code Asked	0 or 1	If field value is 1, terminal user will be asked to enter his/her verify code.
	Prohibited Times for Sign on	Hour range	Error message displayed to terminal user if he/she attempts to use the terminal during the hour range stored in this field.
	# of Attempts	One- or two-digit number	Terminal locked to all users if the number of invalid access codes a user enters exceeds this field's value.
	Lock Out Time	Number (of seconds)	Length of time terminal is locked if the number of attempts a terminal user makes in entering invalid access codes exceeds the "# of attempts" field value.
	ZJOB	Routine name	Routine whose name appears in this field is executed provided password and device security checks have been satisfied.

TABLE 4-2
 DEVICE FILE SECURITY-ORIENTED FIELDS
 (CONCLUDED)

ROLE	FIELD	FIELD VALUE	USE
	Primary Menu Option	Option menu	Control is passed to the menu name which appears in this field provided password and device security checks have been satisfied.
Other	Timed Read (# of seconds)	Number (of seconds)	Whenever the terminal user is asked to enter data, the terminal will wait for a response for the number of seconds appearing in this field. If no response is received, control is passed to the next higher level in the menu until the user is exited from the system.

infinite number of "lock" strings, and many people can be given the same "key". A user cannot execute an option with a lock on it unless he/she has been given the key. Section III.E of the VA Kernel Reference Manual provides additional information on assigning locks and keys.

The fact that a user can execute an option does not give him/her unlimited privileges. While reading or writing data to and from a file is unrestricted, deleting entries from a file or "LAYGOing" new entries into a file can be done only if the user's FAC string is in agreement with the file's Delete Access and LAYGO Access strings.

5.0 ADMINISTRATION MODULE SYSTEM MAINTENANCE OPTIONS

5.1 Module Overview

The major options for the Administration module enable the System Manager to maintain the contents of the Agency Unit, Location, Employee, Stressor, Operation, and Occupation files. Options are also included that enable the System Manager to maintain the files on which these files depend, e.g., site, organization, level, etc.. The following material describes the options that allow the System Manager to maintain the administrative module's files. The Administration module menu options appear in Table 5-1. Options under module tables and files are described in the following sections: Environmental Tables, Section 6.0; Medical Tables, Section 7.0; Hazardous Materials Control (HMC) file, Section 8.0; Deficiency Tables, Section 9.0; Injury and Compensation Claims (ICC) tables, Section 10.0.

5.2 Employee Options

5.2.1 Introduction to the Employee Options

The Employee options of the Administration module provide the System Manager with the means to maintain the Employee file. Under normal operations, the Employee file will be loaded from data tapes provided from the Naval Civilian Personnel Data System (NCPDS). This load process will add newly hired employees to the Employee file, modify (edit) data values within a person's Employee file entry, transfer an employee from one agency unit to another or from one occupation to another, and terminate an employee.

Additional functions are also provided so that any of the employee transactions may be entered manually. The ability to enter an employee into the system prior to his or her actual employment enables the System Manager to create an Employee file entry for someone who is being considered for an occupation that has pre-employment medical evaluation requirements (a Prehire person). The system then automatically informs the related clinic of the need for pre-employment evaluation of the person. Another manual feature provided by the Employee options allows the System Manager to create an Employee file entry for someone who is not in the data base, but who is filing a compensation claim (a Comp Only person). The options by which the System Manager maintains the Employee file are described in the remainder of this section.

TABLE 5-1
ADMINISTRATION MODULE MENU OPTIONS

- 1 General System Tables
 - 1 Setup Organization Levels (5.6.2)
 - 2 Setup Site File (5.6.3)
 - 3 Clinic Table Enter/Edit
 - 4 Edit Operation Class Name (5.6.5)
 - 5 Edit Operation Subclass Name (5.6.6)
 - 6 Setup Operations File (5.6.4)
 - 7 Setup Occupation File (5.6.7)
 8. ~~Setup Strasser~~
- 2 Agency Functions
 - 1 Create New Agency (5.3.2)
 - 2 Agency Edit (5.3.3)
 - 3 Inactivate Agency Unit (5.3.4)
 - 4 Assign Agency Access to Users (5.3.5)
 - 5 Assign Location for Agency Unit (5.3.6)
 - 6 Inquiry for Agency Unit (5.3.7)
 - 7 Agency Outline List (5.3.7)
 - 8 Agency Units by Level (5.3.7)
 - 9 Agency Units by Site (5.3.7)
- 3 Location Functions
 - 1 Enter/Edit Location (5.4.2)
 - 2 Assign Employee to Location (5.2.3)
 - 3 Inactivate Location (5.4.3)
 - 4 Assign Location for Agency Unit (5.3.6)

TABLE 5-1
ADMINISTRATION MODULE MENU OPTIONS
(CONTINUED)

4 Personnel Functions

- 1 Enter/Edit Employee (5.2.2)
- 2 Assign Employee to Location (5.2.3)
- 3 Terminate Employee (5.2.4)
- 4 Transfer Employee (Shop) (5.2.5)
- 5 Display Employee (5.2.12)
- 6 List Employees by Agency Unit (5.2.12)
- 7 List Employees by Location (5.2.12)
- 8 Enter/Edit Compensation Only Employee (5.2.6)
- 9 NCPDS Functions
 1. Load NCPDS Tape into Transaction File (5.2.7)
 2. Update Employee file from NCPDS Transactions (5.2.10)
 3. Edit NCPDS Transaction File (5.2.9)
 4. Delete NCPDS Transactions (5.2.11)
 5. Print Transactions (5.2.8)

5 Stressor Data Functions

- 1 Sample Units Enter/Edit (5.5.2) *EIE nat'l file?*
- 2 Stressor File Enter/Edit (5.5.4)
- 3 Stressor Class Enter/Edit (5.5.3)
- 4 Clinical Data for Stressor Enter/Edit (5.5.5)

6 Module Tables and Files

- 1 Setup Environmental Tables
 1. Setup PPE File - nat'l
 2. Setup Respiratory Protection File - *local 5.*
 3. Setup Collection Instrument Type - nat'l
 4. Setup Frequency of Operations File - nat'l
 5. Setup Laboratory File - *local*
- 2 Setup Medical Tables
 1. Pre-exam Instructions Table Entry
 2. Medical Program Table Enter/Edit
 3. Medical Test Table Enter/Edit

TABLE 5-1
ADMINISTRATION MODULE MENU OPTIONS
(CONCLUDED)

- 3 ICC File Maintenance Functions
 - 1. OWCP Duty Station Agency File - Enter/Edit
 - 2. Reporting Office for OWCP - Enter/Edit
 - 3. Claim Type File - Enter/Edit
 - 4. Nature of Injury File - Enter/Edit
 - 5. Body Part File - Enter/Edit
 - 6. Accident/Injury Type File - Enter/Edit
 - 7. Agent of Accident File - Enter/Edit
 - 8. Cause of Injury File - Enter/Edit
 - 9. Source of Injury File - Enter/Edit
 - 10. Adjudication Status File - Enter/Edit
 - 11. OSH Injury Codes File - Enter/Edit
 - 12. Pay Status File - Enter/Edit
 - 13. Monthly Manhours Enter/Edit

- 4 Setup Deficiency Tables
 - 1. Update Deficiency Type Table - *mail*
 - 2. Update Source of Deficiency Table - *n/l*
 - 3. Inspector Table Update - *local*

- 7 Search and Print File Entries
 - 1 Print File Entries
 - 2 Search File Entries

5.2.2 Enter/Edit Employee Option

There are five circumstances under which you would want to use the Enter/Edit Employee option:

1. An employee might not be in the Employee file even though you know he/she has been hired by the agency. This will always be true if you are not able to load data from the Navy Civilian Personnel Data System (NCPDS) into your OSERKS data base. In this case, all employees will have to be manually entered into the system.
2. You might want to enter a record for a Prehire so that he/she may be scheduled for some pre-employment medical evaluation.
3. You might want to correct or modify the contents of one or more of the fields in an employee's entry. This may be due to an error in the data in the file or because the data is no longer true. For instance, a person's name may change or he/she may change occupation.
4. You might want to "hire" a person who is already in the Employee file as a Prehire.
5. Since some data in an employee entry is not available from NCPDS, you would have to enter the data manually. The Asbestos File Number or Shift fields are examples.

The prompt sequence for the Employee Enter/Edit option differs depending on whether you are entering a new hire or a prehire or whether you are editing an entry that is already on file for an employee. Figure 5-1 shows a sample session in which we entered Walter Disney as a new hire at the Naval Station Mare Island. In this figure, as in the other examples in this manual, we have underlined the characters which are entered by the operator; words appearing in the figure that are not underlined are those displayed by the system. (Notes explaining the interaction accompany the figure.)

Figure 5-2 shows an example of the entry sequence for a "Prehire" named Merle Haggard. You can see that this prompt sequence is different from the "new hire" prompt sequence. No additional notes are necessary to explain the interaction in this figure. Figure 5-3 shows a sample of an edit of an employee entry that was already on file. The prompt sequence contains more fields when you are editing an entry than when you are initially entering one. Notice that some fields are only accessible through the edit of an already existing entry.

EMPLOYEE: DISNEY, WALTER (1)
 ARE YOU ADDING 'DISNEY, WALTER' AS A NEW EMPLOYEE? Y (YES)
 EMPLOYEE AGENCY: NSMI (2) NAVAL STATION MARE ISLAND IN: NSMI
 ...OK? YES// Y (YES)
 Enter 'P' if this is a PREHIRE, 'N' for a NEW HIRE: N// (3)
 SSN: 666775454 (4)
 SEX: M MALE
 BIRTHDATE: 6/6/23 (JUN 6, 1923)
 BADGE CHECK NUMBER: (5)
 HIRE DATE: T-1 (JAN 1, 1987)
 OCCUPATION: GS0018 SAFETY MANAGEMENT (6)
 OCCUPATION EFFECTIVE DATE: JAN 1, 1987// (JAN 1, 1987) (7)
 AGENCY UNIT: 310 TUG SUPPORT IN: NSMI (8)
 ...OK? YES// (YES)
 AGENCY UNIT EFFECTIVE DATE: JAN 1, 1987// (JAN 1, 1987) (9)
 ...SORRY, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

FIGURE 5-1
 EXAMPLE OF NEW HIRE ENTRY

NOTES FOR FIGURE 5-1

1. The employee name must be entered in the format: lastname, firstname middle initial. Finding an entry for an employee in all other modules of the system is dependent upon your correctly entering the employee's name in the specified format.
2. The Employee Agency field is a pointer to the Agency Unit file. You must enter the top level of the agency in which the employee is being hired or prehired. (Primer, Section 7.2).
3. You use this prompt to tell the system whether the employee is to be a Prehire or a new hire. What you enter here is not stored in the employee's entry but tells the system what prompt sequence to give you.
4. This prompt is for the employee's social security number (SSN). You must enter nine numbers into this field. The system will check to ensure that there is not already someone on file with the SSN you enter. If the system tells you that the SSN is already in use, check what you have entered. If you are certain that the number is the correct one for the employee, delete the entry that you are currently working on. Then try to look up the employee who is on file with that SSN by putting the SSN in at the EMPLOYEE NAME prompt (Primer, Section 7.3). If you can identify that the person who is on file is the one you were trying to enter, proceed by editing the data on file as necessary. If, however, the person you find is not the person you were trying to enter do not proceed until you have determined what the correct data is.
5. The Badge Check Number field is also checked for duplication within an agency; however, the system will only attempt to find a duplicate active badge number. It will not restrict you from entering a number that has already been used for someone who is no longer working in the agency. Again, if you are told that the number is in use, attempt to find out if the person on file with that number is the same person you are trying to enter. Do not enter your person as a new entry without checking the employee badge number data.

NOTES FOR FIGURE 5-1
(CONCLUDED)

6. The Occupation field is a pointer to the Occupation file. You may look up an occupation by its code, its title, or by any word in the title.
7. When you enter a person's occupation, you are asked Occupation Effective Date. This is the date on which the person was assigned to the occupation. In the hire prompt sequence, the system shows you as a default the date that the person was hired.
8. The Agency Unit field is a pointer to the Agency Unit file (Primer, Section 7.2).
9. The Agency Unit Effective Date is the date on which the person was assigned to the agency unit. You are given the hire date value as a default when you are entering a new hire.

EMPLOYEE: HAGGARD, MERLE

ARE YOU ADDING 'HAGGARD, MERLE' AS A NEW EMPLOYEE? Y (YES)

EMPLOYEE AGENCY: NIMS??

Enter the CODE/ABBREVIATION for the AGENCY which the person works in
MUST BE AGENCY, NOT AGENCY UNIT

EMPLOYEE AGENCY: NSMI NAVAL STATION MARE ISLAND IN: NSMI

...OK? YES// (YES)

Enter 'P' if this is a PREHIRE, 'N' for a NEW HIRE: N// P

NAME: HAGGARD, MERLE//

SSN: 862220909

SEX: M MALE

BIRTHDATE: 7/7/56 (JUL 7, 1956)

OCCUPATION: GS0180 PSYCHOLOGY

OCCUPATION EFFECTIVE DATE: T-1 (JAN 1, 1987)

STREET ADDRESS: 5 SINGALONG WAY

STREET ADDRESS LINE 2:

CITY: APILENE

STATE: TX TEXAS

ZIP CODE: 80766

...HMMM, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

FIGURE 5-2
EXAMPLE OF PREHIRE ENTRY

EMPLOYEE: DIS, W DISNEY, WALTER

M

666775454

SHOP: 310

(NSM1)

...OK? YES//_ (YES)

NAME: DISNEY, WALTER// DISNEY, WALT F (1)

SSN: 666775454//_

SEX: MALE//_

RAISE CHECK NUMBER: H9997765

BIRTHDATE: JUN 6, 1923//_

HIRE DATE: JAN 1, 1987//_

OCCUPATION: GS0018// GS0180 PSYCHOLOGY (2)

OCCUPATION EFFECTIVE DATE: JAN 1, 1987//_ (3)

AGENCY UNIT: 310 //_

AGENCY UNIT EFFECTIVE DATE: JAN 1, 1987//_

GRADE: ?

ANSWER MUST BE 2-3 CHARACTERS IN LENGTH

GRADE: 10

STEP: 5

PAY BASIS: A ANNUAL (SALARY)

PAY RATE: 23400

TENURE: CC??

CHOOSE FROM:

TEMP	TEMPORARY
NON	NONCOMPETING
CARE	CAREER
CARC	CAREER CONDITIONAL

TENURE: CARE CAREER

SUPERVISORY LEVEL: B NON-SUPERVISORY

SHIFT: 1 DAY (4)

STREET ADDRESS: 6 FINNLE DRIVE

STREET ADDRESS LINE 2: _

CITY: HOLLYWOOD

STATE: CALIFORNIA

ZIP CODE: 66007

ASBESTOS FILE NUMBER:

...SORRY, JUST A MOMENT PLEASE...

Program 16 SIGHT CONSERVATION is no longer required. Please review
and change status (5) enrollment

FIGURE 5-3
EXAMPLE OF EMPLOYEE EDIT

NOTES FOR FIGURE 5-3

1. In this example we have changed the name of the employee. As discussed in the Primer, Section 7.3, the employee will be found when either the previous or the current name is entered.
2. We have changed the employee's occupation assignment. When an employee's occupation is changed, the system automatically reviews the medical programs to which he/she is assigned. The employee is automatically enrolled in medical programs that are required for the new occupation. There is no automatic removal from medical programs, but as you will see in Note 5, the system informs the user of enrollments that are no longer required due to the change in occupation.

Training course requirements related to the employee's occupation are also reviewed, and new course requirements are added for the person as necessary. If the employee has course requirements on file for his old occupation that are not required for the new one, the system automatically removes the requirement from his/her record. When this happens, the history of any classes that the employee may have taken under the previous requirement is maintained.

3. In our example we have allowed the occupation effective date to remain as it was. By doing this, we have corrected the employee's occupation. If the employee had been assigned to a new occupation, we would have had to enter the date of the new assignment as the occupation effective date. It is important to get the effective dates correct, since the employee's occupation history is based on these dates.
4. Entering an employee's shift is important if you are using automated scheduling in the Medical Exam Scheduling (MES) module. In automated scheduling, the system attempts to assign employees to time slots based on the shift which they work.

NOTES FOR FIGURE 5-3
(CONCLUDED)

5. As discussed in Note 2, the system checks the medical program requirements when a change to an occupation has been made. In our example the user is informed that the Sight Conservation program is no longer required for the employee. This evaluation is based solely on the current occupation of the person and does not consider other reasons for which the employee may need to be enrolled. If there are no personal or job-related reasons why the employee should be retained in the Sight Conservation program, you must manually remove the person from the program.

5.2.3 Assign Employee to Location Options

At some sites, you may wish to maintain a record of where an employee routinely works. This option is used to create a link between an employee and a location and to enter the number of hours per week the employee works in that location. As with other historically maintained data, you are asked to tell the system what the effective date of the assignment is. A sample dialog between the system and user is shown in Figure 5-4. In this example, we have assigned Walter Disney to the Instrument Lab of the OSH Office at the Mare Island site. Figure 5-5 shows a sample of assigning several persons to a single location. In this case, Red Baron and Henry James were assigned to the Instrument Lab of the OSH Office at Mare Island. No notes accompany the figure since the interaction only differs from the previous example in that the sequence in which you are prompted for data is different.

5.2.4 Terminate Employee Option

This option is used to enter the termination transaction when an employee ceases to be employed in the agency. An example of this interaction is provided in Figure 5-6. (No notes accompany the figure since the interaction is self-evident.) When you terminate an employee, he or she is removed from all medical programs, all course requirements are removed, and all location linkages are terminated automatically as of the termination date. The system does not automatically remove the employee from the current clinic schedule if there are scheduled appointments, nor does it remove the employee from class lists for classes to be held in the future. Should you wish to remove the employee from either the appointment schedule or class rosters, you must do this manually via the functions in the MES and the Safety and Health Training (S/HT) modules.

5.2.5 Transfer Employee (Shop) Option

The Transfer Employee (Shop) option is used to change an employee's agency unit assignment. You can also transfer an employee from one agency unit to another via the Employee Enter/Edit option, but if you want to transfer a number of employees at one time, you will find this option simpler to use. It only prompts you for the new Agency Unit Assignment and the Agency Unit Effective Date fields rather than all of the Employee file fields. The interaction with this option is self-evident.

Do you wish to assign by LOCATION or by EMPLOYEE: E//_ ①

EMPLOYEE: DISNEY, WALTER

M

666775454

SHOP: 310

(NSMI)

...OK? YES//_ (YES)

No locations on file for this employee ②

SITE, LOCATION, SUBLOCATION, AREA: MI, OSH OFFICE, INSTRUMENT LKAB ?? ③

ARE YOU ADDING 'MI, OSH OFFICE, INSTRUMENT LKAB' AS

A NEW LOCATION? Y (YES)

LOCATION DATE EFFECTIVE: T-1 (JAN 1, 1987)

DATE ASSIGNED: T-1 (JAN 1, 1987)

HOURS PER WEEK: 40

SITE, LOCATION, SUBLOCATION, AREA: _

EMPLOYEE:

FIGURE 5-4
EXAMPLE OF ASSIGN EMPLOYEE TO LOCATION

NOTES FOR FIGURE 5-4

1. You are given the option of entering the location assignment by naming each employee and then specifying the location (Assign by Employee), or by identifying the location first and then naming one or more employees that are to be assigned to that location (Assign by Location). In this example we are assigning by employee (Figure 5-5 shows an example of assigning by location).
2. The system displays the current location assignments for the employee. In this example the employee is not already assigned to any location. If the employee were assigned to a location that you would like to remove him/her from, you would enter the name of that location and the system would prompt you to edit (change) or remove the assignment.
3. This prompt is asking you to identify the location in which the employee routinely works. You may add a new location as you enter the data, as we have done in the example (Primer, Section 7.4). If there are medical programs linked to the location to which you assign the employee, the system will tell you to review the employee's medical programs. No action is taken automatically by the system to enroll the employee in the program; you must enter any required programs manually using the MES module.

EMPLOYEE: JON

1	JONES, EARL	M	96402	000000059	SHOP: 964.1	(MINS)
2	JONES, EARL	M	11122	112223444	SHOP: 964.1	(MINS)
3	JONES, JUDY	F	433434	556789099	SHOP: 923	(MINS)
4	JONES, MARK	M	567345	552116666	SHOP: 926	(MINS)
5	JONES, SPIKE	M	97208	000000089	SHOP: 972.1	(MINS)

CHOOSE 1-5: 1

TERMINATE DATE: 1 (JAN 6, 1987)

...SORRY, I'M WORKING AS FAST AS I CAN...

EMPLOYEE:

FIGURE 5-6
EXAMPLE OF TERMINATE EMPLOYEE

5.2.6 Enter/Edit Comp Only Employee Option

Those sites which will be using the ICC module, will occasionally need to enter employees into the data base simply for the purpose of entering claim data on them. Entries of this kind should not be used by any of the other modules because the person is not a current employee of the agency, nor is the person expected to be hired; therefore, you would not be entering exposure data for the person, or performing medical surveillance, or training him/her. The Enter/Edit Comp Only Employee option is used to create the Employee file entry for persons of this type. Figure 5-7 shows a sample dialog between the system and the user; you will notice that this option behaves very much like Enter/Edit Employee, with the only difference being that the Employee Managing Agency is recorded instead of the Employee Agency.

5.2.7 Load NCPDS Tape Into Transaction File Option

This option allows you to process an NCPDS tape. The first tape record contains a transaction date for the tape. If there are already transactions on file for that date, you are asked if you want to proceed. There is one record on the tape for each employee in active service at the selected Unit Identification Code (UIC). Each tape record is filed into the Transaction file and assigned a unique transaction number. Each field in the record is edited as specified by the NCPDS Edits file and by the Transaction file. The NCPDS Edits file specifies that some fields are required for processing, thus errors in those fields are to be considered fatal errors that will keep the transaction from being used to update the Employee file. For those fields, the received value is subject to two levels of scrutiny. The corresponding NCPDS Edits file entry changes the field value to null if the value does not pass a basic syntax check. A null value is flagged as a fatal error. When a field passes the NCPDS Edits file syntax check, but not the Transaction file field edit, the value is stored in the Transaction file, but is flagged as a fatal error. This double check allows the file to keep UIC, Agency Unit, and Occupation Code values that have a valid syntax, but are not yet in the Administration files. To correct such errors, you do not have to edit the transactions; instead add the value to the appropriate Administration file. For example, if a new Agency Unit is needed, simply add it to the appropriate agency and ignore the error messages on the Transaction report. If an error is found in a field that is not required for processing, no error flag is set, but the value is changed to null.

If you stop the load by entering a break, or if an error occurs during processing, the system will say, "ERROR OCCURRED. TRANSACTIONS BEING DELETED" and will delete all transactions with a transaction date matching the tape date. The UIC's for which data is deleted will then be listed.

EMPLOYEE: FELLIDOWN, HOWARD

ARE YOU ADDING 'FELLIDOWN, HOWARD' AS A NEW EMPLOYEE? Y (YES)

EMPLOYEE MANAGING AGENCY: MINS (1) HARE ISLAND NAVAL SHIPYARD
...OK? YES//__ (YES) IN:MINE

SSN: 444882020

SEX: M MALE

PAGE CHECK NUMBER: K89222

BIRTHDATE: 6/6/66 (JUN 6, 1966)

OCCUPATION: 990011 BOND SALES PROMOTION

GRADE: 6??

ANSWER MUST BE 2-3 CHARACTERS IN LENGTH

GRADE: 06

STEP: 2

PAY BASIS: W WEEKLY

RATE: 189.00

STREET ADDRESS: 406 JUNIFER LANE

STREET ADDRESS LINE 2:

CITY: DUERTINO

STATE: CALIFORNIA

ZIP CODE: 92333

EMPLOYEE:

FIGURE 5-7
EXAMPLE OF ENTRY FOR COMP ONLY EMPLOYEE

NOTES FOR FIGURE 5-7

1. The Employee Managing Agency is the identification of the agency which is managing this employee's claim. It does not have to be the same as the employee's agency of employment. For instance in this example we have entered Howard Felldown and the Employee Managing Agency in the Mare Island Naval Shipyard. In fact, Howard Felldown was an employee of the Downtheroad Naval Shipyard, but now he is submitting a claim for job-related illness, and Mare Island's Compensation Office is going to manage this claim.

A successful tape load concludes with a list of the UIC's for which data was loaded or for which data with a transaction date matching the tape date had previously been filed.

5.2.8 Print Transaction Option

This option allows you to print all or selected entries from the Transaction file. Records are printed in Transaction Number order. You can select a Date of Transaction or all dates, records with or without a fatal error or both, and one or all UIC's. You can only select a UIC that is in the Agency Unit file. The report prints current field values directly above the field values as they came on the tape. Any fatal error messages are listed following the entry. You can identify non-fatal errors by the absence of a current value. You can ignore error messages for the UIC, Agency Unit, or Occupation fields, provided you have updated the appropriate Administration files.

5.2.9 Edit NCPDS Transaction File Option

You use this option to add or edit Transaction file entries. In particular, you can correct transaction fields that are in error. This edit process will not accept entries that are in any way invalid, such as a UIC that has a correct syntax but is not in the Agency Unit file. Figure 5-8 shows adding and editing of transaction number 2 for George Smith.

5.2.10 Update Employee File from NCPDS Transactions Option

Once you are sure that the transactions for a specific tape date are ready, you use this option to update the Employee file using those transactions.

The first step the system takes is to review the Employee file. The only Employee file entries that are processed are those with a UIC that has transactions on file for the specified tape date. The system also bypasses Employee file entries if the UIC has transactions on file for a later tape date.

For Employee file entries that are processed, the system files a termination for an active Employee if the UIC and SSN are not found in the Transaction file for the specified tape date. At the same time, the system produces an Employee File Processing Report that identifies terminations, prints any Prehires that are not on the tape, and notes ambiguous situations where an employee's UIC and SSN are found more than once on either the Employee or Transaction file.

SELECT NCPDS TRANSACTION TRANSACTION NUMBER: 2
 ARE YOU ADDING TO AN EXISTING TRANSACTION? (YES) ①
 SELECT TRANSACTION DATE OF TRANSACTION: 1/20/87 ②
 DATE OF TRANSACTION: JAN 20, 1987
 EMPLOYEE NAME: SMITH, GEORGE ③
 SSN: ④
 SEX: ⑤
 DATE OF BIRTH: 5/2/50 ⑥
 EMPLOYEE UNIT: 40000
 AGENCY UNIT: 106
 LOCAL EMPLOYEE NUMBER:
 STREET ADDRESS:
 CITY OR TOWN:
 STATE:
 ZIP CODE:
 HIRE DATE:
 TENURE:
 SUPERVISORY LEVEL:
 OCCUPATION:
 JOB TITLE:
 PAY PLAN:
 GRADE OF POSITION:
 STEP:
 PAY BASIS:
 PAY RATE:
 ANSWER WITH AGENCY UNIT NO.
 DO YOU WANT THE EMPLOYEE UNIT LISTED? (NO)

EMPLOYEE UNIT: 40000 ⑦
 AGENCY UNIT: 106
 LOCAL EMPLOYEE NUMBER:
 STREET ADDRESS:
 CITY OR TOWN:
 STATE:
 ZIP CODE: ⑧
 HIRE DATE:
 TENURE:
 SUPERVISORY LEVEL:
 OCCUPATION: ⑨
 JOB TITLE:
 PAY PLAN:
 GRADE OF POSITION:
 STEP:
 PAY BASIS:
 PAY RATE:
 THERE ARE STILL FATAL ERRORS FOR THIS TRANSACTION ⑩

SELECT NCPDS TRANSACTION TRANSACTION NUMBER: 2 SMITH, GEORGE SSN: ⑪
 ARE YOU ADDING TO AN EXISTING TRANSACTION? (YES)
 DATE OF TRANSACTION: JAN 20, 1987
 EMPLOYEE NAME: SMITH, GEORGE
 SSN: 2347-2807
 SEX: M
 DATE OF BIRTH: MAY 2, 1950
 EMPLOYEE UNIT: 40000
 AGENCY UNIT: 106
 LOCAL EMPLOYEE NUMBER:
 STREET ADDRESS:
 CITY OR TOWN:
 STATE:
 ZIP CODE:
 HIRE DATE:
 TENURE:
 SUPERVISORY LEVEL:
 OCCUPATION: 0690
 JOB TITLE:
 PAY PLAN:
 GRADE OF POSITION:
 STEP:
 PAY BASIS:
 PAY RATE:
 SELECT NCPDS TRANSACTION TRANSACTION NUMBER:

FIGURE 5-8
 EDIT NCPDS TRANSACTION FILE OPTION

NOTES FOR FIGURE 5-8

1. Here we are assigning a transaction number that does not yet exist and adding a new Transaction file entry.
2. Each entry must be assigned a date. This date serves as the tape date and the effective date of the transaction.
3. This name must be in an acceptable format. This field is required for update processing.
4. The old SSN is used to identify an existing Employee file entry for which the SSN has been changed.
5. The SSN Date indicates the date on which the SSN was changed on the NCPDS file. This date can be ignored as it is not used during processing.
6. The Employee UIC is required for update processing.
7. The Agency Unit is required for update processing.
8. This date will be used as the hire date for new employees. If this field is empty, the Transaction Date will be used as the hire date.
9. The Occupation field is required for update processing.
10. This message appears whenever any of the fields required for processing are missing or invalid. Notice that once the SSN and Occupation fields were entered during the second prompt sequence, this message disappeared.

The second step the system takes is to process the Transaction file. The system bypasses transactions if their UIC has transactions on file for a later tape date. For each transaction the system rechecks the required fields. Error flags are set for fields with errors or ambiguous SSNs. Error flags are removed for fields that are valid. The system prints any errors on the Transaction File Processing Report and bypasses the entry. Transaction entries without flagged errors are used to update the matching Employee file entry (as a hire if the entry is currently terminated or a Prehire) or to create a new entry when there is no matching entry. The system does this for a match on either the old or new SSN. When a Transaction entry has old and new SSNs and both match Employee file entries, the error is flagged and the transaction is bypassed. All errors, updates, and hires are printed on the Transaction File Processing Report.

An update can be run more than once for a transaction date. For example, if there are a large number of errors indicated on the Employee File Processing Report or the Transaction File Processing Report, you should correct the problems as appropriate and rerun the update.

Figure 5-9 illustrates the prompt sequence and reports for this option.

5.2.11 Delete NCPDS Transactions Option

You use this option to delete individual transaction entries, entries for a specific transaction date, or all entries for a specific transaction date and UIC. This option allows you to delete transactions once a tape has been successfully used to update the Employee file. You can also delete an erroneous individual transaction or delete transactions for a UIC that was included on the tape in error. Figure 5-10 illustrates the prompt sequence for deletion of a single entry and deletion of all entries for UIC 40002 having transaction date 1/22/87.

5.2.12 Employee Administrative Data Reports

The administrative data on employees is available in a variety of reports. The selection criteria for the available reports are shown in Table 5-2.

5.3 Agency Options

5.3.1 Introduction

The organizational structure of each activity that is using the system must be entered into the Agency Unit file. (In OSHRKS, the terms

Select TRANSACTION TAPE DATE: FEB 1 1987//1/32 (JAN 22, 1987)
 THIS TAPE INCLUDES THESE NICS: ①
 40002
 DO YOU WANT TO PROCEED? Y// Y
 DEVICE: A RIGHT MARGIN: 332// ②

EMPLOYEE FILE PROCESSING REPORT FOR EMPLOYEE FILE UPDATE TAPE DATE: JAN 22, 1987 DONE ON: FEB 18, 1987

THIS REPORT CONTAINS INFORMATION PROTECTED BY THE PRIVACY ACT OF 1974
 NIC & SSN EMPLOYEE NAME PROCESS OUTCOME

THIS TAPE INCLUDES THESE NICS:

40002	40002 177423548	WELLS, WILLARD	000TERMINATED000	③
	40002 213464117	JACOBS, BARBARA	000TERMINATED000	
	40002 885255555	PLUTO, GERALD	000TERMINATED000	

FIGURE 5-9
 UPDATE EMPLOYEE FILE FROM NCPDS
 TRANSACTION OPTION

TRANSACTION FILE PROCESSING REPORT FOR EMPLOYEE FILE UPDATE TAPE DATE: JAN 22, 1987

DATE ON: FEB 18, 1987

THIS REPORT CONTAINS INFORMATION PROTECTED BY THE PRIVACY ACT OF 1974
TRANS: 1 UIC: 1 SSN: EMPLOYEE NAME PROCESS OUTCOME

3	40002	NAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
4	40002	NAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
5	40002	NAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
6	40002	NAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
7	40002	NAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
11	40002	NAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
12	40002	NAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
13	40002	NAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
14	40002 450450012	NAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
15	40002 450450015	NAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING OCCUPATION NOT DEFINED, INVALID FORMAT, OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
16	40002 450450018	NAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC

FIGURE 5-9
UPDATE EMPLOYEE FILE FROM NCPDS
TRANSACTION OPTION (CONTINUED)

TRANSACTION FILE PROCESSING REPORT FOR EMPLOYEE FILE UPDATE TAPE DATE: JAN 22, 1967 DONE ON: FEB 18, 1967

THIS REPORT CONTAINS INFORMATION PROTECTED BY THE PRIVACY ACT OF 1974

TRANS # UIC S SSN EMPLOYEE NAME PROCESS OUTCOME

17	40002	450630010	UINAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
18	40002	450630022	OPNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
19	40002	450630023	MANAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
20	40002	450630030	PENAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
21	40002	450630032	ONNAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
22	40002	450630032	UINAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
23	40002	450630035	ONNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
24	40002	450630049	RINAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
25	40002	450630053	MANAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
26	40002	450630055	ONNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
27	40002	450630060	CINAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
28	40002	450630063	CONNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
29	40002	450630065	CONNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING OCCUPATION NOT DEFINED, INVALID FORMAT, OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC

FIGURE 5-9
UPDATE EMPLOYEE FILE FROM NCPDS
TRANSACTION OPTION (CONTINUED)

TRANSACTION FILE PROCESSING REPORT FOR EMPLOYEE FILE UPDATE TAPE DATE: JAN 22, 1987

DONE ON: FEB 10, 1987

THIS REPORT CONTAINS INFORMATION PROTECTED BY THE PRIVACY ACT OF 1974

TRANS: UIC & SSN EMPLOYEE NAME PROCESS OUTCOME

35	40002 450650073	SCNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
36	40002 450650074	PCNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
37	40002 450650084	WNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
39	40002 450650091	CRNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
41	40002 450650098	KNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING OCCUPATION NOT DEFINED, INVALID FORMAT, OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
44	40002 450650109	NCNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
45	40002 450650111	NCNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
46	40002 450650122	LNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING OCCUPATION NOT DEFINED, INVALID FORMAT, OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
47	40002 450650124	SNNAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING OCCUPATION NOT DEFINED, INVALID FORMAT, OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
48	40002 450650130	CANAVY.TEST FILE NAVY TEST	INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
49	40002 450650140	PCNAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING OCCUPATION NOT DEFINED, INVALID FORMAT, OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC
50	40002 450650140	WNAVY.TEST FILE NAVY TEST	INVALID SSN FORMAT OR DUPLICATE SSN OR MULTIPLE ENTRIES FOR UIC INVALID FORMAT OR AGENCY UNIT NOT DEFINED OR MISSING OCCUPATION NOT DEFINED, INVALID FORMAT, OR MISSING INVALID OLD SSN FORMAT OR MULTIPLE OCCURRENCES FOR UIC

FIGURE 5-9
UPDATE EMPLOYEE FILE FROM NCPDS
TRANSACTION OPTION (CONCLUDED)

NOTES FOR FIGURE 5-9

1. The UIC's listed will be for all Transaction file entries that have the selected Transaction Tape Date.
2. We have designated a device and margin (Primer, Section 9.2).
3. The Employee File Processing Report lists the UIC's on the tape, the employees terminated because no matching Transaction entry was found, any pre hires that were not among the transactions, and any ambiguities in matching an Employee file entry to a Transaction file entry.
4. The Transaction File Processing Report lists any transactions that resulted in an Employee file update or hire and transactions that could not be processed because of missing, invalid, or ambiguous required fields.

Select TRANSACTION TAPE DATE: 1/20 (JAN 20, 1987)
Select TRANSACTION NUMBER or ALL: 2 SMITH, GEORGE SSN: 234/62807 UIC: 40002
...OK? YES// (YES) Entry Deleted (1)
Select TRANSACTION NUMBER or ALL:
Select TRANSACTION TAPE DATE: 1/22 (JAN 22, 1987)
Select TRANSACTION NUMBER or ALL: ALL

Delete Transactions with UIC: ? (2)
Enter 'ALL' for all UICs,
'NULL' for entries with no UIC,
or a UIC for this TRANSACTION DATE.
The following are the valid UICs for this TRANSACTION DATE:
40002

Delete Transactions with UIC: 40002
Are you sure you want to delete all Transaction records for UIC = 40002? N// Y (3)
...SORRY, I'M WORKING AS FAST AS I CAN...
Entries deleted

FIGURE 5-10
DELETE NCPDS TRANSACTIONS OPTION

NOTES FOR FIGURE 5-10

1. Here we have deleted an individual Transaction file entry by identifying its date and number.
2. In this instance, we are deleting only the Transactions having a UIC. Any transactions that don't have a UIC will remain in the file.
3. Since we are deleting multiple entries at a time, the system is making sure that we really want to delete the entries.

TABLE 5-2
EMPLOYEE ADMINISTRATIVE DATA REPORT OPTIONS

REPORT OPTION	SELECTION CRITERIA
Display Employee	Employee name or SSN or Badge Check Number
List Employees by Agency Unit	Agency Unit Code or Name (you are also asked if you wish to include employees who are assigned to agency units that are descendant from the unit you select)
List Employees by Location	Location

"agency" and "activity" are used interchangeably. The term "agency unit" refers to a specific subpart of the agency, usually a shop, a department, or a group.) The Agency Unit file contains data about each agency and each agency unit within the agency. One of the important items of data that is recorded is the reporting heirarchy. Figure 5-11 shows an example of a simple agency structure. You will be well advised to draw out the structure of any agency you wish to enter before sitting down at the keyboard.

5.3.2 Create New Agency

The Create New Agency option is used to initially set up an agency in OSHRKS. You must use this option to set up the top level of the agency. After that level is set up you may use the Agency Edit option to add as well as to edit agency units or to change the top level data you have entered. Figure 5-12 shows a sample of the data entry for an agency called the Hawley Underwater Marine Base. There is one agency unit subordinate to the agency, the Commander. Under the Commander agency unit there are two other agency units: Underwater Production and Surface Production. The example has been designed so that you can see how to tell the system that you are defining subparts of an agency unit.

5.3.3 Agency Edit Option

The Agency Edit option is used to change (edit) data you have entered about a top level agency or about any subordinate unit you have defined. You may also use the option to add new agency units to the organizational structure or to continue the definition of an agency if you were interrupted during data entry. The prompts are the same as in Create New Agency, but they appear in a different order. Figure 5-13 shows an example of a data entry session in which the Point of Contact field was changed for the Surface Production (Code 300) agency unit. (No notes are included since the interaction closely mirrors the one discussed in the Create New Agency section.)

5.3.4 Inactivate Agency Unit Option

It is a common occurrence that organizations change their structures. This means that you will have many occasions to use the Edit Agency function to change the data in the OSHRKS data base. Sometimes, however, an agency unit will be moved in the reporting heirarchy and will now need to report to a different agency unit than before. Since the reporting heirarchy is so important, in the Agency Unit file you must inactivate the old agency unit and add a new one into the new part of the organizational tree. Sometimes an agency unit may simply be deleted from the organizational chart and the people assigned elsewhere in the organization; this

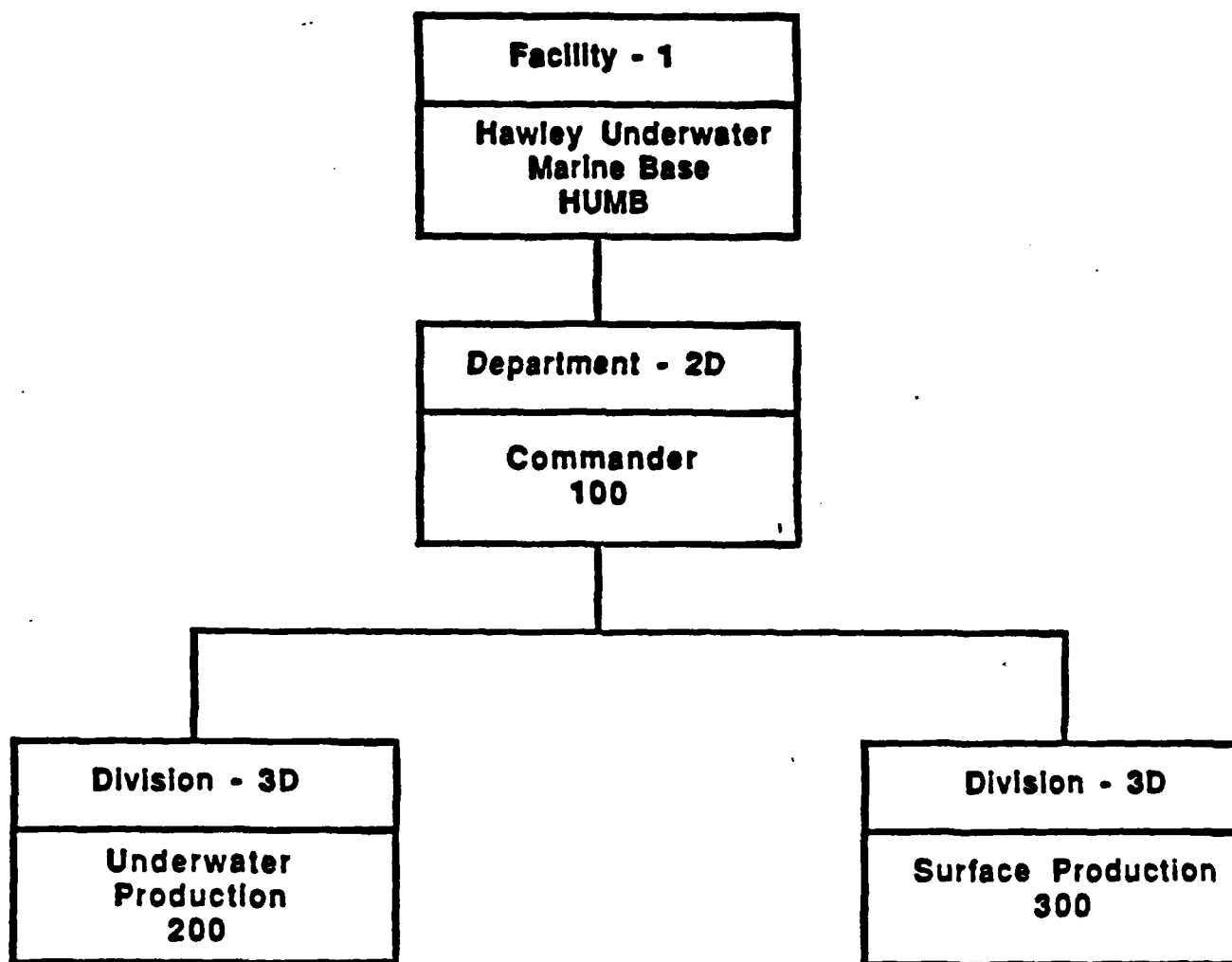


FIGURE 5-11
EXAMPLE OF AGENCY TREE

Select AGENCY: HUMB ①
 ARE YOU ADDING 'HUMB' AS A NEW AGENCY UNIT? Y (YES)
 NAME: HAWLEY UNDERWATER MARINE BASE
 LEVEL: 1 ②
 1 1A ACTIVITY 1A
 2 1F FACILITY 1F
 3 1S AGENCY 1S
 4 1SH SHIPYARD 1SH
 CHOOSE 1-4: 2 FACILITY
 SITE OF AGENCY UNIT: SD SAN DIEGO SD ③
 JOB ORDER NUMBER: 09776
 INDUSTRY TYPE: C CIVILIAN
 CLINIC: Y ④
 ANSWER WITH CLINIC CLINIC NAME, OR CLINIC ABBREVIATION
 CHOOSE FROM:
 BRANCH CLINIC ALAMEDA
 BRANCH CLINIC MARE ISLAND
 BRANCH CLINIC NORTH ISLAND
 BRANCH CLINIC OAKLAND
 BRANCH CLINIC TREASURE ISLAND

 CLINIC: BRANCH CLINIC TREASURE ISLAND
 EFFECTIVE DATE: 1 (JAN 15, 1967)
 MAIL STOP: HF-010
 UIC: 67555
 Do you wish to add/edit AGENCY UNITS in this AGENCY? N// Y ⑤
 Define/edit subordinate UNITS for: HUMB HAWLEY UNDERWATER MARINE BASE ⑥
 ...OK? YES// (YES)

 Select AGENCY UNIT CODE/ABBREVIATION: 100
 ARE YOU ADDING '100' AS A NEW AGENCY UNIT? Y (YES)
 NAME: COMMANDER
 LEVEL: 2// 2D DEPARTMENT 2D ⑦
 COMMANDER/OFFICE/DEPARTMENT: HUMB ⑧ HAWLEY UNDERWATER MARINE BASE
 ...OK? YES// (YES) IN:HUMB
 AT THE OFFICE/DEPARTMENT LEVEL: Y YES
 EFFECTIVE DATE: 1 (JAN 15, 1987)
 MAIL STOP: HF-101
 POINT OF CONTACT: YOVISIN, JOHN
 SITE OF AGENCY UNIT: SD SAN DIEGO SD

 Select AGENCY UNIT CODE/ABBREVIATION: ⑨

FIGURE 5-12
 EXAMPLE OF CREATE NEW AGENCY

Define/edit subordinate UNITS for: 100
...OK? YES//_ (YES)

COMMANDER

(10)

Select AGENCY UNIT CODE/ABBREVIATION: 200

ARE YOU ADDING '200' AS A NEW AGENCY UNIT? Y (YES)

NAME: UNDERWATER PRODUCTION

LEVEL: 3// 3D DIVISION 3D

COMMANDER/OFFICE/DEPARTMENT: 100

COMMANDER IN:HUMB

...OK? YES//_ (YES)

AT THE OFFICE/DEPARTMENT LEVEL: N NO

EFFECTIVE DATE: I (JAN 15, 1987)

MAIL STOP: HF-200

POINT OF CONTACT: KELLY,JAMES

SITE OF AGENCY UNIT: SD SAN DIEGO

SD

Select AGENCY UNIT CODE/ABBREVIATION: 300

ARE YOU ADDING '300' AS A NEW AGENCY UNIT? _ ??

Select AGENCY UNIT CODE/ABBREVIATION: Y ??

Select AGENCY UNIT CODE/ABBREVIATION: 300

ARE YOU ADDING '300' AS A NEW AGENCY UNIT? Y (YES)

NAME: SURFACE PRODUCTION

LEVEL: 3// 3D DIVISION 3D

COMMANDER/OFFICE/DEPARTMENT: 100

COMMANDER IN:HUMB

...OK? YES//_ (YES)

AT THE OFFICE/DEPARTMENT LEVEL: N NO

EFFECTIVE DATE: I (JAN 15, 1987)

MAIL STOP: HF-300

POINT OF CONTACT: LUZON,MIGUEL

SITE OF AGENCY UNIT: SD SAN DIEGO

SD

Select AGENCY UNIT CODE/ABBREVIATION: _

Define/edit subordinate UNITS for: _

FIGURE 5-12
EXAMPLE OF CREATE NEW AGENCY
(CONCLUDED)

NOTES FOR FIGURE 5-12

1. At the Agency prompt, we have entered the agency abbreviation, HUMB. The system looked up this abbreviation in the agency file to see if it already existed. Since it was new, we added it.
2. The Level field is a pointer to the Organizational Level file which you have previously set up in the administrative tables. For the top level of an agency you must select a Level Code that begins with 1 (one). The purpose of this field is to let the system know what the generic title of the agency level is.
3. The Site field is a pointer to the Site file. You must select a site that is already on file. The site you enter here is the site where the offices of this organization are located.
4. The Clinic field is a pointer to the Clinic file. You may not add new clinics as you are defining your agency. Each agency primarily uses the facilities of a single clinic. It is this clinic that you must identify for this field. We have entered the Branch Clinic Treasure Island.
5. The system has asked us if we want to define subordinate units in the agency. Since we are initially defining this agency, we have answered yes. This is the means by which we can build the organizational tree for the agency in the Agency Unit file.
6. When we are asked "Define/edit subordinate UNITS for:" the system wants to know the ascendant unit for the agency units we will be defining. Every unit we enter in this series will report to the unit we specify at this prompt. This prompt is very important. Since we have defined no subordinate units in the agency, we specify that we wish to define units for HUMB (the agency itself). The system now knows that any unit we enter reports to the top level of the agency. We follow by entering the agency unit for the Commander (Code 100). In our example, this is the only unit that reports directly to the agency itself. In fact, you may always decide to make a second-level agency unit for the Commander of the agency and have it contain only one unit. Then you can assign a code like 100 to the Commander that may be the same as codes used in other agencies in the system.

NOTES FOR FIGURE 5-12
(CONCLUDED)

7. When you are asked to enter the level, you are shown a default number. The system has calculated that you must enter a level code that begins with a number that is at least as large as the one it shows you. You may skip numbers in assigning your level codes, rather than have them all be sequential, but you must enter a level that is already on file in the Organizational Level file. Again, the purpose of this data is to let the system know the generic title for this unit (department, division, shop, etc.).
8. The prompt is asking where delinquency notices are to be sent when the agency unit you are defining is delinquent in responding to deficiency notices. The Hazardous Deficiency Abatement module uses this field in following-up on deficient conditions that are not fixed in a specified period of time. The field is a pointer to the Agency Unit file and must be an already-specified agency unit.
9. We have entered nothing when asked to enter the next Agency Unit Code or Abbreviation. This is because we have no more subunits to define for HUMB. Remember that we said that anything we entered would be considered a part of the agency unit which we specified in Note 5. To change which part of the agency we are defining subunits for, we must return to the "Define/edit subordinate UNITS for:" prompt.
10. Now we are defining units that report to the Commander. Notice that we have defined two of them: Underwater Production (Code 200) and Surface Production (Code 300). There is no limit to the number of units that can report to a single organizational entity. You are free to define the agency structure as it really exists.

Select AGENCY: HUMB HAWLEY UNDERWATER MARINE BASE

...OK? YES//_ (YES)

Do you wish to add/edit AGENCY UNITS in this AGENCY? N// Y

Define/edit subordinate UNITS for: 100 COMMANDER

...OK? YES//_ (YES)

Select AGENCY UNIT CODE/ABBREVIATION: 300 SURFACE PRODUCTION

...OK? YES//_ (YES)

Editing AGENCY UNIT: 300

AGENCY HISTORY: JAN 15, 1987

CODE/ABBREVIATION: 300

NAME: SURFACE PRODUCTION

LEVEL: DIVISION

ASCENDANT UNIT: 100

ASTRING: ABAAAB

SITE OF AGENCY UNIT:
SAN DIEGO

COMMANDER/OFFICE/DEPARTMENT: 100 // _

AT THE OFFICE/DEPARTMENT LEVEL: NO// _

EFFECTIVE DATE: JAN 15, 1987// _

CODE/ABBREVIATION: 300 // _

NAME: SURFACE PRODUCTION//

LEVEL: DIVISION// _

MAIL STOP: HP-300// _

POINT OF CONTACT: LUZON, MIGUEL// FIGORE, MIGUEL

SITE OF AGENCY UNIT: SAN DIEGO// _

Select AGENCY UNIT CODE/ABBREVIATION: _

Define/edit subordinate UNITS for: _

FIGURE 5-13
EXAMPLE OF AGENCY EDIT

is another case where you would use the Inactivate Agency Unit option. To inactivate an agency unit, there must be no personnel currently assigned to the agency unit or any of its descendant agency units. The system will check for personnel and will not allow you to complete the inactivate transaction if any are assigned. Before trying to inactivate an agency unit, you should transfer the employees to their new agency unit.

5.3.5 Assign Agency Access to Users Option

As part of the security of the system, OSHRKS may limit a user's access to certain data, e.g., employee administrative data or agency unit data. You must use this option to tell the system which agencies' data each user is authorized to access. Some users may be authorized to access data from all agencies. The interaction between the system and the user is simple; therefore, no example is shown in this document.

5.3.6 Assign Location for Agency Unit Option

Some facilities may wish to document the specific locations in which particular agency units routinely work. This is done by using the Assign Location for Agency Unit option. The option works like the Assign Employee to Location (Section 5.2.3) option of the Employee options.

5.3.7 Agency Data Reports Option

Agency data is available in a variety of reports. Table 5-3 shows the reports available and the sort/selection criteria for each.

5.4 Location Options

5.4.1 Introduction

Location data is stored in the Location file. Locations in OSHRKS are composed of four pieces of data--site, location, sublocation, and area--separated by commas. A site is the general geographic place where a facility is located, a survey was conducted, or an injury incurred. It might be Mare Island, Bethesda Naval Hospital, or Point Loma, etc. Section 7.4 of the OSHRKS Primer contains a detailed discussion of how to perform a location lookup; it also describes how to add a new location, it was felt that users would need the ability to add new locations to the system easily. If the System Manager thoroughly understands the location material in the OSHRKS Primer, the location functions in the Administration module can be easily performed. The options used to assign locations to agency units and to assign employees to locations are discussed in Section 5.3.6 and 5.2.3, respectively.

TABLE 5-3
AGENCY DATA REPORTING OPTIONS

REPORT OPTION	SORT/SELECTION CRITERIA
Inquire for Agency Unit	Agency Unit Code (you may choose to show all descendant agency units or only the selected one)
Agency Outline List	Agency Unit Code
Agency Units by Level	Agency Code Level
Agency Units by Site	Agency Code Site

5.4.2 Enter/Edit Location Option

Many locations can be entered at one time using this option. The user will be asked for the location data itself, as well as the effective date of the location. If a reference is made to this location prior to the effective date, the user will receive an error message.

To edit a location, the existing location entry must be identified. After the system has found the location entry, the second, third, and fourth pieces of the location field can be edited. The first piece, which is the site of the location, cannot be edited.

5.4.3 Inactivate Location Option

The first step in using this option is to identify the location to be inactivated. After the system finds the correct location entry, it will then ask you if you wish to proceed. If you answer yes ("Y"), it will then ask you for the data of the inactivation. After the inactivation date is entered, the location will be deactivated; however, locations cannot be inactivated if personnel are assigned to them.

5.5 Stressor Data Options

5.5.1 Introduction

There are three files related to stressor data in the system. They are the following:

- Sample units
- Stressor class
- Stressor

These files will be distributed with your OSHRKS software, however, for each of these files there are options that allow you to change the file's contents. In addition, the Stressor file contains fields of clinical data about the stressor. Medical personnel may use the Clinical Data for Stressor Enter/Edit option to enter the clinical data fields into the Stressor file.

The options to enter data into these files are described in this section.

5.5.2 Sample Units Enter/Edit Option

The Sample Units file is used when exposure limits for a stressor are defined and when sample survey data is entered into the system. The file contents are essentially a list of the sample units to be used in the system. The interaction between the system and the user is self-evident, so no sample is provided.

5.5.3 Stressor Class Enter/Edit Option

This option is used to add or modify stressor classification names. The Stressor Class file contains a list of classifications to which stressors in the Stressor file may be linked; the only way classifications can be defined is by the use of this option. A standard set of stressor classifications will be provided by NEHC so you should not have to use this option often.

5.5.4 Stressor Enter/Edit Option

This option is used to add or modify data in the Stressor file. The Stressor file contains descriptive data about each stressor, as well as a list of synonyms, a list of classifications, medical monitoring data, and exposure limits. The EE module uses the exposure limits of the Stressor file to assess exposure results and determine when limits have been exceeded. The MES module uses the Medical Monitoring field and the exposure limits to determine when an employee should be examined for an exposure occurring in the workplace. Figure 5-14 is a sample dialog between the system and the user for the Benzene stressor. In this dialog we have not changed any of the Benzene data. The example illustrates the prompt sequence for entering or editing a Stressor file entry.

5.5.5 Clinical Data for Stressor Enter/Edit Option

This option is used to enter clinical data for a stressor into the Stressor file. Most often it would be medical personnel who determine what data would be entered in this option. The data items you may enter for a Stressor are the following:

- Acute Effects
- Chronic Effects
- First Aid
- Clinical Comments

STRESSOR: BENZENE ①
 ...OK? YES//_ (YES)
 PRIMARY NAME: BENZENE//_
 NIOSH NUMBER: _
 CAS NUMBER: 71-43-2//_
 SHORT NAME: _
 MEDICAL MONITORING: MANDATORY//_
 RISK ASSESSMENT CATEGORY: _
 MAX DAYS EXPOSURE/YEAR: _
 MAX DAYS EXPOSURE/QUARTER: _
 Select SYNONYM: PHENYL HYDRIDE// ? ②
 ANSWER WITH SYNONYM
 CHOOSE FROM:
 1 BENXOLE
 2 BENZOL
 3 COAL NAPHTHA
 4 COAL TAR NAPHTHA
 5 CYCLOHEXATRIENE
 6 PHENE
 7 PHENYL HYDRIDE
 YOU MAY ENTER A NEW SYNONYM, IF YOU WISH
 ANSWER MUST BE 1-50 CHARACTERS IN LENGTH
 Select SYNONYM: PHENYL HYDRIDE//_
 SYNONYM: PHENYL HYDRIDE//_
 Select SYNONYM: _
 Select CLASSIFICATION: CARCINOGEN// ? ③
 ANSWER WITH CLASSIFICATION:
 1 CARCINOGEN
 YOU MAY ENTER A NEW CLASSIFICATION, IF YOU WISH
 ANSWER WITH STRESSOR CLASS NAME
 DO YOU WANT THE ENTIRE 60-ENTRY STRESSOR CLASS LIST? N (NO)
 Select CLASSIFICATION: CARCINOGEN//_

FIGURE 5-14
 EXAMPLE DIALOG

Select UNITS: MG/M3 // 1 (4)
 ENTER WITH UNITS
 CHOOSE FROM:
 PG/M3
 PPM
 YOU MAY ENTER A NEW UNITS, IF YOU WISH
 ENTER WITH SAMPLE UNITS NAME
 CHOOSE FROM:
 PEA
 IRC
 DEG C
 DEG F
 F/CC
 MG/M3
 WPPCF
 MG/CM2
 PERCENT
 PPM
 UG/M3
 YOU MAY ENTER A NEW SAMPLE UNITS, IF YOU WISH
 NAME MUST BE 31 CHARACTERS LONG NUMERIC OR STARTING WITH PUNCTUATION
 Enter UNITS NAME: _
 UNITS: MG/M3 _
 REL-CEILING: _
 REL-TWA: 50// _
 TLV-CEILING: _
 TLV-TWA: 50// (5)
 TLV-STEL: 75// _
 NAVY-CEILING: _
 NAVY-TWA: 50// _
 NAVY-STEL: _
 CAL (TWA): 25// _
 OTHER-CEILING: _ (6)
 OTHER-TWA: _
 OTHER-STEL: _
 OTHER AUTHORITY NAME: _
 Select UNITS: _
 REASON: _

FIGURE 5-14
 EXAMPLE DIALOG
 (CONCLUDED)

NOTES FOR FIGURE 5-14

1. We have entered the name of the stressor Benzene (Primer, Section 7.5).
2. The Synonym multiple of the Stressor file is a list of other names by which the stressor may be known. Any of these names may be used to look up the Stressor entry, but only the Primary Name will appear on reports.
3. The Classification multiple points to the Stressor Class file. The example shows the classification "Carcinogen" on file for Benzene. There may be several classifications on file for a stressor at one time.
4. The Select Units prompt is the first prompt for the exposure limits information. As discussed in the Primer, Section 8.3, the "Select" prompt tells you that you are entering data into a multiple field. It is a pointer to the Sample Units file, and you may only enter limits that are expressed in units contained in that file. You may enter limits for more than one Unit. The example shows that in the Benzene entry, there are both MG/M3 and PPM entered. When entering limits, remember that the system cannot check exposure results for results that are recorded in units for which there are no limits on file. To enable the system to operate most effectively, you must have limits on file for the units in which you normally record your sample results.
5. Limit values are entered when they are known. You do not need to enter a limit for each of the possibilities. In our example we have entered the PEL-TWA of 50 MG/M3 but no PEL-Ceiling.
6. There is space reserved for a set of limits to be entered when neither the Navy, nor Office of Safety and Health Administration (OSHA), nor American Conference of Governmental Industrial Hygienists (ACGIH) has defined limits. For instance, you may use this area of the file to record limits that your state requires you to adhere to. Another use of these fields is for the forcing of exposure measurements to be found over a limit value so that exposure notices can be generated. (We use this strategy for lead. We have defined Other-TWA as .0001. All lead samples taken therefore meet or exceed this limit. They are all shown on the Over MSAL List and, therefore, exposure notices can be sent for each lead sample taken. This supports the current requirement to send notices to each employee that is sampled for lead).

Each of these fields is a FileMan word processing type field, so you may enter as much text as necessary. Refer to the FileMan documentation for instructions on how to enter data into a word processing type field. Refer to the Primer, Section 7.5, for the options by which you may look up a Stressor entry. The interaction between the system and the user is straightforward FileMan, so no example is provided.

5.6 Administrative Tables Options

5.6.1 Introduction

There are five files that are required to support the administrative data of the OSHRKS:

- Organization Level
- Site
- Clinic
- Operation
- Occupation

For each of these files there are options that allow you to add or change the file's contents. Each of these files is used extensively in other parts of the system, so their completeness and accuracy are of great importance. In the case of the Operation file, there are three levels of information in the file, and separate options are available to allow the user to change an operation class or operation subclass name once entered. The prompt sequences used to update these files are straightforward. Therefore, no sample prompt sequences are shown. The discussion of the Clinic file options appear in Section 7.3.5, Clinic Table Entry/Edit Option, since it is an essential activity in initializing the MES module.

5.6.2 Setup Organization Levels

Before the user can enter agency data into the system, the Organization Level file must be set up. Each Organization Level entry has a code and title. The code consists of a number, optionally followed by a letter or letters, so long as the field's maximum length is not exceeded. The purpose of the organization level data is to enable the system to know what units of the organizational hierarchy are on a peer level. The numeric portion of the organizational level code indicates peerage; for

instance, 5E and 5H codes would be considered to be at the same level in the organization. Their respective bosses would communicate as peers within the organization. The alphabetic portion of the code allows the users to distinguish between generic titles for the agency units within an organization. An example of this would be when 5E is called Shop, and 5H is called Section.

Perhaps the administrative and production lines of command in a facility use different titles for the structures. If the need arises for different titles in your facility, the system will support it. Do not feel you must set up many organizational levels if you do not need them since this file should be small in most cases.

5.6.3 Setup Site File Option

Before agency or location data can be entered into the system, the Site file must be set up. Sites are geographic areas in which the agency or agencies conduct operations. Because site is a part of all location names in the system, you must consider what location names you are dealing with. If you have a Building 100 on the East Bank of river X, and also have a Building 100 on the West Bank of river X, you will want to define two different sites so when you tell the system about Building 100 it can distinguish between the two. You will also want to set up a site for each satellite location of an agency, since sites are a geographic distinction. To set up a site you need to enter a code and a name.

5.6.4 Setup Operation File Option

You use this option to enter a new operation or to change the name of the third part of an already entered operation. Each operation name consists of three pieces of information in a hierarchical relationship: operation class, operation subclass, operation name. Each operation also has a code by which it may be looked up whenever doing data entry. Since the Operations file will be provided by the NEHC, you will rarely have to modify the table at your location.

5.6.5 Edit Operation Class Name Option

This option is used to change a name that has been entered for an operation class. The operation class is the highest level of a three-tiered name for each operation. Examples of operation class names we have used in testing include hot operations, solid operations, and miscellaneous. Since the Operations file will be provided by the NEHC, you rarely will have to modify the table at your location.

5.6.6 Edit Operation Subclass Name Option

This option is used to change the name of an operation subclass, which is the second piece of the three-tiered operation name. To distinguish an operation subclass, you must always indicate the operation class it belongs to because operation subclass names are only unique within an operation class. Since the Operations file will be provided by the NEHC, you rarely will have to modify the table at your location.

5.6.7 Setup Occupation File Option

This option is used to enter or modify the Occupation file. A set of occupation codes and their related titles is contained in the file. The Occupation file will be provided to each system site by the NEHC, so you rarely will have to modify the table at your location.

6.0 ENVIRONMENTAL EXPOSURE MODULE SYSTEM MANAGER'S OPTIONS

6.1 Introduction to the Environmental Exposure System Manager's Options

The Environmental Exposure (EE) module is supported by a number of controlled vocabularies, each of which has an option by which its contents can be maintained. The following sections describe the options that allow the user to maintain these vocabularies. The prompt sequences are straightforward, and, therefore, sample prompt sequences are not shown.

6.2 EE Tables Entry Options

The EE module relies on several tables to control the entry of data in the following fields:

- Personal protective equipment - *matl*
- Respiratory protection - *local*
- Collection instrument types
- Frequency of operation
- Laboratories

The options which are used to enter these tables are described below.

6.2.1 Personal Protective Equipment Enter/Edit Option

This option enables the user to enter or modify data stored in the Personal Protective Equipment (PPE) file. The PPE vocabulary is used extensively in walkthrough and sample survey data entry. For each item of PPE on file there is a code, a description, and a protection type. Since NEHC will provide a standard vocabulary for PPE, you will rarely have to use this option.

6.2.2 Respiratory Protection Enter/Edit Option

This option is used to enter and modify the Respirators file, which is used to control the entry of all respirators found during surveys. For each respirator on file there is a code, a description, a protection factor, and TC Number. NEHC will not provide a standard vocabulary for respirators; therefore, you will have to pre-define your Respirators file before you will be able to enter survey data into the system.

6.2.3 Collection Instrument Type Enter/Edit Option

This option is used to enter or modify the names of collection instrument types. Each collection instrument in the system is associated with a collection instrument type. Though types can be added at the time of entering a collection instrument, a user can pre-load the Collection Instrument Type file or change the name of a type. The file contains only one data element—the name of the collection instrument type.

6.2.4 Frequency of Operation Enter/Edit Option

This option is used to add or modify items in the Frequency of Operation file, which is directly related to the Frequency of Operation field on the Industrial Hygiene Survey cover sheet and on the Walkthrough Data form. It contains only those values for the frequencies that can be entered from the form. Frequency values should not be deleted once they are entered into a survey file. The file, as initially provided, contains values that correspond to the recommended forms. If you wish to design your own forms, you may wish to modify the contents of this file.

6.2.5 Laboratory Enter/Edit Option

This option is used to enter the names of the laboratories to which samples may be sent for resulting. The Laboratories file is used only by the Laboratory Tracking options in the EE module. You may either pre-define your Laboratories, or LAYGO (Primer, Section 4.7) them into this file as you enter your Lab Tracking data; however, you can record more data about each Laboratory by using this option, (e.g., the address, phone numbers, and a contact person) than when using LAYGO. The interaction between the system and the user is obvious; no example is provided.

Mod. Rep Options:

- Laboratory E/E
- Exposure Notice Template
- Survey Monitor E/E (where?)
- Compile Over MSAL List?

7.0 MEDICAL EXAM SCHEDULING MODULE SYSTEM MANAGER'S OPTIONS

7.1 Overview

The Medical Exam Scheduling (MES) module requires the System Manager to perform the following three processes:

- Appointment Notice Generation--The Appointment Notice options under the Appointment Notices and Medical Exam Protocols option allows you to generate individual appointment notices.
- Medical Tables and Program/Test Linkage--You will use these options to initialize and edit the major module tables and to modify program linkages.
- Medical Audit Functions--These options audit the module's files.

Table 7-1 shows the placement of the System Manager's options in the MES menus.

7.2 Appointment Notice Generation

7.2.1 Introduction

The Appointment Notice Generation process allows you to produce individual appointment notices in a user-specified format.

7.2.2 Create/Edit Appointment Notice Text Option

This option allows you to modify the standard appointment notice format into a format preferred by the clinics and agencies. Figure 7-1 illustrates the prompt sequence for this option.

7.2.3 Appointment Notices Print Option

You will use this option to print appointment notices on appointments that are new or have had the date, time, or programs changed. The notices are selected and sorted by agency, agency unit, and employee. (NOTE: The prompt for the agency unit refers to it as the "EMPLOYEE SCHEDULED: AGENCY UNIT".) See Primer, Section 9.3, for guidance on responding to sort field prompts.

TABLE 7-1
MEDICAL EXAM SCHEDULING MENU OPTIONS

- 1 Enrollment into Medical Programs
- 2 Schedule Medical Appointments
- 3 Appointment Notices & Medical Exam Protocols
 - 1 Create/Edit Appointment Notice Text (7.2.2)
 - 2 Appointment Notices Print (7.2.3)
 - 3 Reprint Appointment Notice (7.2.4)
 - 4 Employee Medical Exam Protocol
(MES Operators' Guide)
 - 5 Medical Exam Protocol for Program
(MES Operators' Guide)
 - 6 Medical Exam List
(MES Operators' Guide)
- 4 Record Attended Appointments
- 5 Exam Results Entry/Edit
- 6 Cancel Medical Appointments
- 7 Missed Appointments
- 8 Remove Employees from Medical Programs

TABLE 7-1
MEDICAL EXAM SCHEDULING MENU OPTIONS
(CONCLUDED)

- 9. Medical Tables & Program/Tests Linkages
 - 1 Setup Medical Tables
 - 1 Clinic Table Entry/Edit (7.3.5)
 - 2 Pre-exam Instructions Table Entry (7.3.2)
 - 3 Medical Program Table Entry/Edit (7.3.4)
 - 4 Medical Test Table Entry/Edit (7.3.3)
 - 2 Setup/Display Medical Program Linkages
 - 1 Occupation/Medical Program Linkage (7.3.6)
 - 2 Occupation/Medical Program Display
(MES Operators' Guide)
 - 3 Location/Medical Program Linkage (7.3.7)
 - 4 Location/Medical Program Display
(MES Operators' Guide)
 - 5 Operation/Medical Program Linkage (7.3.8)
 - 6 Operation/Medical Program Display
(MES Operators' Guide)
 - 7 Stressor/Medical Program Linkage (7.3.9)
 - 8 Stressor/Medical Program Display
(MES Operators' Guide)
- 10 Print Current Appointment Schedule
- 11 Medical Exam Reports
- 12 Medical Audit Functions
 - 1 Discrepancy Audit of Personnel File (7.4.2)
 - 2 Qualification Audit (7.4.3)
 - 3 Schedule Audit (7.4.4)
 - 4 Discrepancy Audit for Prgm/Occ Changes (7.4.5)

0000: 4100
 TITLE: STANDARD APPOINTMENT NOTICE Replace ①
 TEXT: ①
 19 PROGRAMS:
 20 LIST PROGRAMS:
 21 ITAB:
 22 ITAB:
 23 INSTRUCTIONS:
 24 ITAB:
 25 GET INSTRUCTIONS:INSTRUCTIONS:DELETE INSTRUCTIONS:
 26 ISLAND(2):
 27 *****THIS NOTICE CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974*****
 EDIT Option: List Line: 1// to: 27// ②
 1 INDURAF:
 2 ITAB(20)MEDICAL EXAMINATION APPOINTMENT FORM
 3 ISLAND(2):
 4 TIME IN: TIME OUT:
 5 ISLAND(2):
 6 ITAB:
 7 FROM: ISLINIC:ITAB(40)DATE: ITODAY: ③
 8 ISLAND(2):
 9 VIA: IEMPLOYEE SCHEDULED:AGENCY UNIT:POINT OF CONTACT: ④ MAIL STOP: IEMPLOYEE SCHEDULED:AGENCY UNIT:MAIL STOP:
 10 ITAB:
 11 TO: IEMPLOYEE SCHEDULED:ITAB(40)ISSN: IEMPLOYEE SCHEDULED:ISSN:ITAB(40)DOB: IEMPLOYEE SCHEDULED:BIRTHDATE:
 12 ITAB(10) DATE: IEMPLOYEE SCHEDULED:NAME CHECK NUMBER:ITAB(40)SHIFT: IEMPLOYEE SCHEDULED:SHIFT:
 13 ITAB(10)OCCUPATION: IEMPLOYEE SCHEDULED:OCCUPATION:ITAB(40)EMPLOYEE SCHEDULED:JOB TITLE:
 14 ITAB(10)ISOP: IEMPLOYEE SCHEDULED:AGENCY UNIT:
 15 ITAB:
 16 EXAM DATE: IDATE SCHEDULED:ITAB(40)TIME: ITIME SCHEDULED:
 17 VISIT REASON: IPRIMARY REASON FOR VISIT:
 18 INITIAL/FOLLOWUP: IVISIT FOLLOWUP FLAG:
 19 PROGRAMS:
 20 LIST PROGRAMS: ⑤
 21 ITAB:
 22 ITAB:
 23 INSTRUCTIONS:
 24 ITAB:
 25 GET INSTRUCTIONS:INSTRUCTIONS:DELETE INSTRUCTIONS: ⑥
 26 ISLAND(2):
 27 *****THIS NOTICE CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974*****
 EDIT Option:

FIGURE 7-1
 CREATE/EDIT APPOINTMENT NOTICE TEXT

NOTES FOR FIGURE 7-1

1. The values in the Code and Title fields can be changed. If the system is ever modified to do clinic-specific or agency-specific notices, these fields will be needed to identify the different notices.
2. The Text is a word processing field (Primer, Section 4.6). Here we have listed the existing text.
3. Field names enclosed in "/" brackets are replaced by the field entry for each notice printed. This notice is printed from the Medical Appointment file, so the field names are from that file.
4. Here we used an extended pointer reference to get data to be inserted in the printed notices. In this case, we locate the Point of Contact by using the employee pointer for the Medical Appointment record to get the Agency Unit from the Employee record to get the Point of Contract from the Agency Unit record. The proper syntax for extended pointers can be difficult to determine. See the FileMan documentation for help.
5. This is a computed field used to format and print program information. Changes would have to be made to the MUMPS routine called by the field.
6. These computed fields construct, print, and delete a special word processing field that produces the unduplicated list of instructions appropriate for the appointment.

7.2.4 Reprint Appointment Notice Option

This option allows you to reprint notices that have already been printed in case they were lost or the printer malfunctioned during the original print run; notices are selected and sorted by print date and employee. See Primer, Section 9.3, for guidance in responding to sort field prompts.

7.3 Medical Tables and Program/Tests Linkages

7.3.1 Introduction

This process allows you to initialize and modify the following major module tables and module reference files:

- Preexam Instructions--Categories of instructions to appear on the employees' appointment notices.
- Medical Program Tests--The full exam protocol stored in hierarchical structure. Each item has a name, a number, and an ascendant entry under which it is always listed.
- Medical Program--Identifies a medical surveillance program and contains data on valid reexamination frequencies, exam protocols, pre-exam instructions, and estimated exam length.
- Clinic--Identifies the clinics using the system, provides clinic-specific grace periods, and holds data on the type of scheduling system used by each clinic.

In addition, this process allows you to initialize and modify the linkages between the Medical Program file and related occupations, stressors, operations, and locations.

Correct use of these files and linkages is crucial to the effectiveness of the MES module. Accurate and understandable pre-exam instructions must be properly linked to programs to avoid wasted clinic and employee time because of improper preparation for examinations. Appropriate and useful exam protocols will only be possible through careful maintenance of the Medical Program Tests file and its links to the programs. The Medical Program file controls many aspects of employee medical surveillance. Its links to occupations determine the system's automatic handling of personnel actions and the effectiveness of the medical surveillance qualification oversight. Links to stressors identify program enrollment affected by survey data that indicates an employee has been over-exposed or exposed over the medical surveillance action level for a stressor. Clinic file data controls the scheduling processes used by the system and the grace periods used in several system audit functions.

7.3.2 Pre-exam Instructions Table Entry Option

You will use this option to initialize and correct the Pre-exam Instructions file. The prompt sequence has a select statement, which allows you to add an entry or select an existing entry, and field prompts for the name and instructions text. The name field is used during lookups and should be a brief identifier of the instruction. The instruction text is a word processing field that contains the wording that will appear on employees' appointment notices. For example, a typical entry would have the name "ALCOHOL" and text "NO ALCOHOL 12 HOURS BEFORE EXAM". NEHC will provide the Pre-exam Instruction table with the OSHRKS software, so you rarely will have to use this option.

7.3.3 Medical Test Table Entry/Edit Option

This option allows you to make changes to the general medical exam protocol used to specify and print program protocols and employee appointment exam protocols. You should always print the current Medical Exam List before using this option to guide you in making changes and after using this option to verify the changes. Figure 7-2 shows one page from a Medical Exam List. The print order is determined by the Test Number field and the indentation is determined by the Test Ascendant field. As shown in Figure 7-2, the "HISTORY" entry 1400006 is related to entry 1400004, which is related to 1400001, which is related to 1000000. The Test Ascendant establishes this relationship for determining indentation and ensures that any protocol list that includes the 1400006 entry will also automatically include the 1400004 entry and its ascendant entries.

Figure 7-3 illustrates the prompt sequence for this option. NEHC will provide the Medical Test table with the OSHRKS software, so you rarely will have to use this option.

7.3.4 Medical Program Table Entry/Edit Option

You will use this option to make changes to the Medical Program file entries that affect the allowed reexamination frequencies, the exam protocol listings, the instructions for appointment notices, the time allowed for the exam, the program description, and the program status. An audit of the Enrollment file will automatically be required on exit from the option if you change or delete a reexam frequency or inactivate a program that is linked to an occupation. The outcome of the audit is described in Section 7.4.5. Inactivating a program automatically deletes any links to occupations, operations, location, or stressors.

Figure 7-4 illustrates the prompt sequence for this option. NEHC will provide the Medical Program table with the OSHRKS software, so you rarely will have to use this option.

LIST OF MEDICAL TESTS

1000000	HISTORY:
1100001	FAMILY HISTORY:
1100050	INCLUDING
1100100	GENERAL
1100150	BLOOD DYSCRASIAS (INCL. LEUK.)
1110000	GENETIC FACTORS
1120000	ILLNESS WITH SYSTEMIC DYSFUNC.
1130000	USE OF ALCOHOL
1140000	SMOKING
1200001	PERSONAL HISTORY:
1200050	MEDICAL
1200060	SMOKING
1200070	ALCOHOL INGESTION
1200080	PAST HISTORY OF HEPATITIS
1200090	BLOOD TRANSFUSIONS
1200095	HOSPITALIZATION
1200101	RESPIRATORY SYMPTOMS
1200150	EXP. TO HEPATOTOXIC AGENTS
1200151	INCLUDING DRUGS/CHEMICALS
1200505	USE OF DRUGS
1200513	PREV. EXP. TO LEAD PROD.
1200950	ILLNESS WITH SYSTEM. DYSFUNC.
1200960	STEROID/CYTOTOXIC TREATMENT
1300001	WORK HISTORY:
1300100	GENERAL
1300110	PREV. EXP. TO DUSTY OCC.
1300150	PREV. EXPOSURE TO LEAD
1300160	PREV. EXPOSURE TO ASBESTOS
1300170	PREV. EXP. TO BENZENE
1300180	EXP. TO MYELOTOXIC CHEM/DRUGS
1300190	EXP. TO CHROMIUM/CHROMIC ACID
1300200	PREV. EXP. TO FREE SILICA
1300201	EXPOSURE TO HYDROGEN FLUORIDE
1300202	EXP. TO INORGANIC FLUORIDES
1300203	EXP. TO RESP./SAIN IRRITANTS
1300204	EXP. TO PULM. CARCINOGENS
1300210	EXPOSURE TO COAL DUST
1300300	EXP. TO KNOWN CARCINOGENS
1300310	PREV. SENSITIZATION TO TBI
1300320	ALLERGIES (ASTHMA/HAY FEVER)
1400001	PAST MEDICAL HISTORY/ROS
1400004	REPRODUCTIVE SYSTEM
1400006	HISTORY
1400008	ATOPY
1400400	MEDICATIONS TAKEN REGULARLY
1400600	DRUG HISTORY
1400601	USE OF ANTICHOLINERGIC DRUGS
1400602	USE OF ALCOHOL
1400603	USE OF BARBITUATES
1400604	HEPATOTOXIC AGENTS
1500000	ENVIRONMENTAL FACTORS
1500500	GENERAL/NONSPECIFIC SYMPTOMS

FIGURE 7-2
MEDICAL EXAM LIST

Select MEDICAL PROGRAM TESTS TEST NUMBER: HIS (1)

1	HISTORY 1200080	PAST HISTORY OF HEPATITIS
2	HISTORY 1400006	HISTORY
3	HISTORY 1400600	DRUG HISTORY
4	HISTORY/RDS 1400001	PAST MEDICAL HISTORY/RDS
5	HISTORY: 1000000	HISTORY:

TYPE ' ' TO STOP, OR
 CHOOSE 1-5: 2 1400006
 TEST NUMBER: 1400006// (2)
 TEST NAME: HISTORY//
 TEST ASCENDANT: 1400004// 2
 ANSWER WITH MEDICAL PROGRAM TESTS TEST NUMBER, OR TEST NAME
 DO YOU WANT THE ENTIRE 496-ENTRY MEDICAL PROGRAM TESTS LIST? N (NO)
 TEST ASCENDANT: 1400004// 1400004 REPRODUCTIVE SYSTEM (3)
 LIMITED BY SEX TO: 2
 CHOOSE FROM: (4)
 F FEMALE
 M MALE
 LIMITED BY SEX TO: _

Select MEDICAL PROGRAM TESTS TEST NUMBER: 1400606 HISTORY
 TEST NUMBER: 1400006// _

Select MEDICAL PROGRAM TESTS TEST NUMBER: 1400004 (5) REPRODUCTIVE SYSTEM
 TEST NUMBER: 1400004// _
 TEST NAME: REPRODUCTIVE SYSTEM//
 TEST ASCENDANT: 1400001// _
 LIMITED BY SEX TO: TEST ASCENDANT
 TEST ASCENDANT: 1400001// 1400001 (5) PAST MEDICAL HISTORY/RDS
 LIMITED BY SEX TO: _

Select MEDICAL PROGRAM TESTS TEST NUMBER: 1400001 (5) PAST MEDICAL HISTORY/RDS
 TEST NUMBER: 1400001// _
 TEST NAME: PAST MEDICAL HISTORY/RDS Replace -
 TEST ASCENDANT: 1000000// HIS (5)

1	HISTORY 1200080	PAST HISTORY OF HEPATITIS
2	HISTORY 1400006	HISTORY
3	HISTORY 1400600	DRUG HISTORY
4	HISTORY/RDS 1400001	PAST MEDICAL HISTORY/RDS
5	HISTORY: 1000000	HISTORY:

TYPE ' ' TO STOP, OR
 CHOOSE 1-5: _
 6 HISTORY: 1100001 FAMILY HISTORY:
 7 HISTORY: 1200001 PERSONAL HISTORY:
 8 HISTORY: 1300001 WORK HISTORY:
 CHOOSE 1-8: ??
 ANSWER WITH MEDICAL PROGRAM TESTS TEST NUMBER, OR TEST NAME
 TEST ASCENDANT: 1000000// _
 LIMITED BY SEX TO: _

Select MEDICAL PROGRAM TESTS TEST NUMBER: _

FIGURE 7-3
 MEDICAL TEST TABLE ENTRY/EDIT

NOTES FOR FIGURE 7-3

1. You can select entries by test number or keyword in context lookup on the test name. Here we used a keyword (Primer, Section 6).
2. You can change the test number to change the print order. A change here will also affect the order for all program and appointment protocol listings. You will have to ensure that the order and the Test Ascendant are consistent, or the resulting lists will be erroneous and misleading.
3. This is a lookup to identify another entry in the Medical Program Tests file (Primer, Section 6.7). As shown in Figure 7-2, the "HISTORY" entry is indented from the "REPRODUCTIVE SYSTEM" entry, as is specified by the Test Ascendant. If we deleted this Test Ascendant, the word "HISTORY" would be over at the left margin.
4. You can specify that the entry is only applicable to one sex. This information will determine whether the test and its ascendants appear on the Employee Medical Exam Protocol.
5. Here we are following the Test Ascendant entries to illustrate how the Test Ascendant is used to link list items together.

Select MEDICAL PROGRAM NAME: CHROMIUM (1)
 ...OK? YES// (YES)
 NAME: CHROMIUM// (2)
 PROGRAM CODE: 08//
 STATUS: ACTIVE//
 ONE TIME EXAM (0 FREQ)? YES// (3)
 PERIODIC EXAM FREQUENCY 1: 15// (3)
 PERIODIC EXAM FREQUENCY 2: 30 (3)
 ESTIMATED MINUTES FOR EXAM: 15//
 Select TEST: 2200101// 1
 ANSWER WITH TEST
 CHOOSE FROM:
 3010100 (4)
 3021700
 2070400
 2070500
 2200101
 YOU MAY ENTER A NEW TEST, IF YOU WISH
 ANSWER WITH MEDICAL PROGRAM TESTS TEST NUMBER, OR TEST NAME
 DO YOU WANT THE ENTIRE 496-ENTRY MEDICAL PROGRAM TESTS LIST?_
 Select TEST: 2200101// 1300190 (4) EXP. TO CHROMIUM/CHROMIC ACID
 DONE FOR BASELINE?: YES (5)
 DONE FOR PERIODIC?: NO (5)
 DONE FOR REMOVAL?: YES (5)
 FOR AGE <: (6)
 FOR AGE >: (6)
 Select TEST: CHROMIUM/CHROMIC 1300190 EXP. TO CHROMIUM/CHROMIC ACID
 ...OK? YES// (YES)
 TEST: 1300190// 7
 DONE FOR BASELINE?: YES// (5)
 DONE FOR PERIODIC?: NO// YES
 DONE FOR REMOVAL?: YES//
 FOR AGE <: _
 FOR AGE >: _
 Select TEST: _
 Select INSTRUCTIONS: SMOKING// 2
 ANSWER WITH INSTRUCTIONS
 CHOOSE FROM:
 FASTING
 SMOKING
 YOU MAY ENTER A NEW INSTRUCTIONS, IF YOU WISH
 ANSWER WITH PRE EXAM INSTRUCTIONS NAME
 CHOOSE FROM:
 ALCOHOL
 FASTING
 LOUD NOISES
 SHAKING
 SMOKING
 WASH HANDS
 Select INSTRUCTIONS: SMOKING// ALCOHOL
 ARE YOU ADDING A NEW INSTRUCTIONS (THE 3RD FOR THIS MEDICAL PROGRAM)? 1
 (YES)
 Select INSTRUCTIONS: _

FIGURE 7-4
 MEDICAL PROGRAM TABLE ENTRY/EDIT

Select MEDICAL PROGRAM NAME: 04 LEAD 04
 ...OK? YES//_ (YES)
 NAME: LEAD//_
 PROGRAM CODE: 04//_
 STATUS: ACTIVE// I INACTIVE
 ONE TIME EXAM (O FREQ)? : YES// _
 These changes will result in major file audits.
 Do you want to file the changes made to this Program? ?
 Enter 'N' to modify the changes or
 'Y' to allow the audit and continue processing
 These changes will result in major file audits.
 Do you want to file the changes made to this Program? N
 NAME: LEAD//_
 PROGRAM CODE: 04//_
 STATUS: INACTIVE// A ACTIVE (8)
 ONE TIME EXAM (O FREQ)? : YES// _

Select MEDICAL PROGRAM NAME: 04 LEAD 04
 ...OK? YES//_ (YES)
 NAME: LEAD//_
 PROGRAM CODE: 04//_
 STATUS: ACTIVE// I INACTIVE
 ONE TIME EXAM (O FREQ)? : YES//_
 PERIODIC EXAM FREQUENCY 1: 6//_
 PERIODIC EXAM FREQUENCY 2: _
 These changes will result in major file audits.
 Do you want to file the changes made to this Program? Y (9)

Select MEDICAL PROGRAM NAME: _
 DEVICE: _ RIGHT MARGIN: 80// 132 (10)
 REQUEST QUEUED!

FIGURE 7-4
 MEDICAL PROGRAM TABLE ENTRY/EDIT
 (CONCLUDED)

NOTES FOR FIGURE 7-4

1. A program can be selected by Name or Code (Primer, Section 6).
2. You can change the program name, but you cannot delete a program. If a program is added in error, make it inactive.
3. The first field specifies whether one-time exams are allowed under the program; the other two fields are possible reexam frequencies. Each program must have a frequency, so either one-time exams must be allowed or one of the two reexam frequency fields must have a value. You can have values for all three fields.
4. This is a list of the current Medical Program Test entries associated with the program. You only need to put in the lowest intended level of entry. Although the general titles and subsections do not show in this list of entries, they will be printed on protocol listings provided they are properly linked as Test Ascendants. We now add an entry, which also implies the presence of any Test Ascendants related to the entry. From Figure 7-2 you can see that in this case protocol listings for this program will also include entries 1300001 and 1000000, provided the Test Ascendants are properly linked. Use both the Medical Exam List and the Medical Exam Protocol for the Program to identify changes needed and verify the correctness of changes made.
5. At first we limit this entry to protocol listings for baseline and removal exams. We then change this to include periodic exam protocol listings.
6. These fields allow you to limit the entry to a specified age range. This will affect the protocol listing for an appointment.
7. You can delete a test from the protocol at this prompt (Primer, Section 8.3.3).
8. Since we made the program "inactive," we are warned that this will set off an audit. In this case, we decide not to change the program, so we use the edit prompt to restore the original value of "active."

NOTES FOR FIGURE 7-4
(CONCLUDED)

9. This time we file the change that inactivates the Lead program. Once you have filed a change to a program, you will not be allowed to make further changes to the program until the audit has run after exit from the option.
10. Since we did change a program in a way that requires an audit, we are being asked for the device on which to run the audit (Primer, Section 9.2). This is queued to run immediately.

7.3.5 Clinic Table Entry/Edit Option

This option allows you to change the grace periods, cost accounting, and scheduling parameters associated with a clinic.

Figure 7-5 provides a sample prompt sequence for this option. A clinic using a manual scheduling system will not be prompted for the fields following the "WHICH SCHEDULING USED?" prompt.

If a clinic has a manual scheduling system, it should be advised that it will not be able to change to an automated scheduling system once any scheduling has taken place. While the prompt sequence doesn't prohibit this change, the functioning of the scheduling options would cause system failure. A clinic can change from an automated to manual scheduling system, in which case the fields associated with an automated scheduling system must have their entries deleted as is indicated by their question mark responses.

7.3.6 Occupation/Medical Program Linkage Option

You will use this option to establish and delete links between programs and occupations. Employees with an occupation that is linked to programs must have a periodic, required enrollment in those programs. This link is used during the Enter/Edit Employee option to do automatic enrollments and during audits to identify enrollment discrepancies. This option allows you to add and delete links by program or by occupation. An audit of employee enrollment will be run on exit from the option if there have been changes made in the linkages. See Section 7.4.5 for a description of the audit process. Figure 7-6 shows possible prompt sequences. NEHC will have established these linkages in the package that is delivered for your installation, so you rarely will have to use this option.

7.3.7 Location/Medical Program Linkage Option

This option allows you to establish and delete links between programs and locations. Changes can be made by location or by program. See Primer, Section 7.4, for help on location lookups. The prompt sequence is similar to that in Figure 7-6 with the deletion of the prompts and warnings related to audits.

7.3.8 Operation/Medical Program Linkage Option

You will use this option to add and delete links between programs and operations. Changes can be made by operation or by program. The prompt

Select CLINIC: HARE BRANCH CLINIC HARE ISLAND ①
 CLINIC NAME: BRANCH CLINIC HARE ISLAND Replace
 CLINIC ABBREVIATION: HARE//
 QUALIFICATION GRACE PERIOD: 1// ②
 TYPE A WHOLE NUMBER BETWEEN 0 AND 999

ENTER THE NUMBER OF DAYS ALLOWED AFTER THE DATE NEXT EXAM
 BEFORE AN EMPLOYEE IS AUTOMATICALLY CONSIDERED 'NOT QUALIFIED'
 QUALIFICATION GRACE PERIOD: 1//
 SCHEDULE GRACE PERIOD: 1// ③
 TYPE A WHOLE NUMBER BETWEEN 0 AND 999

ENTER THE NUMBER OF DAYS ALLOWED AFTER AN EXAM IS SCHEDULED
 BEFORE THE APPOINTMENT IS AUTOMATICALLY CONSIDERED TO BE 'MISSED'
 SCHEDULE GRACE PERIOD: 1//
 MISSED APPOINTMENT REMOVAL NO: 2// ④
 TYPE A WHOLE NUMBER BETWEEN 0 AND 999

ENTER THE NUMBER OF CONSECUTIVE MISSED APPOINTMENTS AT WHICH
 AN EMPLOYEE IS AUTOMATICALLY REMOVED FROM PROGRAMS
 MISSED APPOINTMENT REMOVAL NO: 2//
 COST ACCOUNTING FLAG: COST ACCOUNTING TO BE TRACKED

//
 SHIPYARD TRAVEL TIME: 24// ⑤
 NEXT MONTH TO BE SCHEDULED: OCT 1986//
 WHICH SCHEDULING USED?: AUTOMATED SCHEDULING//
 START OF CLINIC DAY: 700//
 END OF CLINIC DAY: 1600// ⑥
 LENGTH OF TIME SLOTS: 15 MINUTES//
 CLINIC ASSIGNMENT FLAG: BLANK TIME SLOTS (AUTOMATED) ⑦

//
 PROGRAM PREFERENCE FLAG: AUTOMATIC// ⑧
 INDICATES WHETHER TBS RECORDS WITH PREFERRED PROGRAMS ARE AUTOMATICALLY OR MANUALLY SCHEDULED
 CHOOSE FROM:

1 AUTOMATIC
 0 MANUAL

PROGRAM PREFERENCE FLAG: AUTOMATIC//
 Select PROGRAM PREFERENCE LIST: LEAD// ⑨
 ANSWER WITH PROGRAM PREFERENCE LIST:
 14 LEAD
 YOU MAY ENTER A NEW PROGRAM PREFERENCE LIST, IF YOU WISH

ENTER A PROGRAM THAT IS TO BE CONSIDERED PREFERRED FOR SCHEDULING PURPOSES
 ANSWER WITH MEDICAL PROGRAM NAME, OR PROGRAM CODE
 DO YOU WANT THE ENTIRE 26-ENTRY MEDICAL PROGRAM LIST? -
 Select PROGRAM PREFERENCE LIST: LEAD//

FIGURE 7-5
 CLINIC TABLE ENTRY/EDIT

CLINIC WEEK CAPACITY GRID 10										
DATE/TIME	700	800	900	1000	1100	1200	1300	1400	1500	1600
M	2D04	2D04	2D	2D	0	2D	2D	2D	4E	
	:15	2D04	2D04	2D	2D	0	2D	2D	4E	
	:30	2D04	2D	2D	2D	0	2D	2D	4E	
	:45	2D04	2D	2D	2D	0	2D	2D	4E	
TU	2D	2D	2D	2D	0	2D	4D	4D	4E	
	:15	2D	2D	2D	0	2D	4D	4D	4E	
	:30	2D	2D	2D	0	2D	4D	4D	4E	
	:45	2D	2D	2D	0	2D	4D	4E	4E	
W	2D	2D	2D	2D	0	2D	4D	4D	4E	
	:15	2D	2D	2D	0	2D	4D	4D	4E	
	:30	2D	2D	2D	0	2D	4D	4D	4E	
	:45	2D	2D	2D	0	2D	4D	4E	4E	
TH	2D	2D	2D	2D	0	2D	4D	4D	4E	
	:15	2D	2D	2D	0	2D	4D	4D	4E	
	:30	2D	2D	2D	0	2D	4D	4D	4E	
	:45	2D	2D	2D	0	2D	4D	4E	4E	
F	2D04	2D04	2D04	2D	0	2D	4D	4D	4E	
	:15	2D04	2D04	2D	0	2D	4D	4D	4E	
	:30	2D04	2D04	2D	0	2D	4D	4D	4E	
	:45	2D04	2D04	2D	0	2D	4D	4E	4E	

Select CLINIC DAY: MONDAY

Select TIME SLOT START TIME: 8:15 11

Select TIME SLOT START TIME: 7:15

CAPACITY: 2//

PROGRAM PREFERENCE: LEAD// ?

ONLY ALLOWS CLINIC PROGRAM PREFERENCES

ANSWER WITH MEDICAL PROGRAM NAME, OR PROGRAM CODE

DO YOU WANT THE ENTIRE MEDICAL PROGRAM LIST? Y (YES)

CHOOSE FROM:

LEAD

04

PROGRAM PREFERENCE: LEAD//

SHIFT: DAY//

Select TIME SLOT START TIME:

Select CLINIC DAY:

Select CLINIC:

FIGURE 7-5
CLINIC TABLE ENTRY/EDIT
(CONCLUDED)

NOTES FOR FIGURE 7-5

1. Clinic lookup can be by clinic name or clinic abbreviation (Primer, Section 6).
2. This is the field used by the Qualification Audit option (Section 7.4.3).
3. This is the field used by the Schedule Audit option (Section 7.4.4).
4. This field is used by the Missed Appointments option. Enter "999" if the clinic does not want to have the system doing automatic removals for excessive missed appointments.
5. This is the estimated average time it takes employees to make a round trip between work and the clinic. It is used in determining costs for the Cost Accounting Report. You will not be prompted for this data if the clinic is not tracking cost accounting data.
6. This should be the time at which the last person walks out the clinic door, not the last time for which appointments are scheduled.
7. See the MES Operators' Guide discussion of the scheduling process and the Monthly Automated Scheduling option for a discussion of how the different options work. A clinic can change this parameter without causing problems.
8. As discussed in the MES Operators' Guide, this parameter indicates whether employees with preferred programs are to be scheduled "manually" from the To Be Schedule file or "automatically" by the system during Monthly Automated Scheduling.
9. These are the programs which are to be treated specifically by the system during direct and automated scheduled, e.g., because of the need for a special practitioner or a requirement for fasting.

NOTES FOR FIGURE 7-5
(CONCLUDED)

10. The system will pause before it lists the clinic week. If the Start of Clinic Day, End of Clinic Day, or Length of Clinic field has been changed, there will be a message and a longer pause while the system generates the new week. A new listing will not have any shift or program preference data. The grid shows the capacity, shift, and program preference for each time slot. In this example, at 7:45 on Mondays the clinic can have two people in the clinic; these people should work on the day shift. People with an exam due for the Lead program (Code 04) will be given preference in scheduling for this time slot.
11. Only existing template times are valid.

Enter 'P' to select by Program or 'O' to select by Occupation: O

Select OCCUPATION: WELD

1	WELDING	WG3703	WELDING	①
2	WELDING	GS0894	WELDING ENGINEERING	
3	WELDING	WG3702	FLAME/ARC WELDING	

CHOOSE 1-3: 3 WG3702

WARNING: Changes made will result in a major audit on option exit ②

Select MEDICAL PROGRAM NAME: CHROMIUM 08

...OK? YES//_ (YES)

ADD THIS MED. PROGRAM TO FLAME/ARC WELDING'S MED. PROGRAM LIST? N// Y ③

Select MEDICAL PROGRAM NAME: _

Select OCCUPATION: GS

1	GS0006	CORRECTIONAL INSTITUTION ADMINISTRATION
2	GS0007	CORRECTIONAL OFFICER
3	GS0009	INSTITUTIONAL MANAGEMENT
4	GS0011	BOND SALES PROMOTION
5	GS0018	SAFETY MANAGEMENT

TYPE '-' TO STOP, OR

CHOOSE 1-5: -

Select OCCUPATION: WEL

1	WELDING	WG3703	WELDING
2	WELDING	GS0894	WELDING ENGINEERING
3	WELDING	WG3702	FLAME/ARC WELDING

CHOOSE 1-3: 2 GS0894

WARNING: Changes made will result in a major audit on option exit

Select MEDICAL PROGRAM NAME: CHROMIUM 08

...OK? YES//_ (YES)

DELETE THIS MEDICAL PROGRAM FOR THIS OCCUPATION? N// Y ④

Select MEDICAL PROGRAM NAME: _

Select OCCUPATION: _

DEVICE: A RIGHT MARGIN: 132//_ ⑤

REQUEST QUEUED!

FIGURE 7-6
OCCUPATION/MEDICAL PROGRAM LINKAGE

Enter 'P' to select by Program or 'O' to select by Occupation: P (6)
Select MEDICAL PROGRAM NAME: 08 CHROMIUM

...OK? YES// - (YES)
Select OCCUPATION REQUIREMENT: WG3702// 1
ANSWER WITH OCCUPATION REQUIREMENT
CHOOSE FROM:

11 WG3703 535 WG3702
YOU MAY ENTER A NEW OCCUPATION REQUIREMENT, IF YOU WISH
ANSWER WITH OCCUPATION CODE, OR OCCUPATION TITLE
DO YOU WANT THE ENTIRE 556-ENTRY OCCUPATION LIST? N (NO)
Select OCCUPATION REQUIREMENT: WG3702// WG3703 WELDING
...OK? YES// - (YES)

OCCUPATION REQUIREMENT: WG3703// - FLAME/ARC WELDING
Select OCCUPATION REQUIREMENT: WG3702
...OK? YES// - (YES)

OCCUPATION REQUIREMENT: WG3702// 1 (7)
SURE YOU WANT TO DELETE THE ENTIRE OCCUPATION REQUIREMENT? Y (YES)
Select OCCUPATION REQUIREMENT: -
These changes will result in major file audits.

Do you want to file the changes made to this Program? Y (8)
Select MEDICAL PROGRAM NAME: LE ?? (9)
Select MEDICAL PROGRAM NAME: CHROMIUM (10) 08
...OK? YES// - (YES)

Select OCCUPATION REQUIREMENT: WG3703// 1
ANSWER WITH OCCUPATION REQUIREMENT:

11 WG3703
YOU MAY ENTER A NEW OCCUPATION REQUIREMENT, IF YOU WISH
ANSWER WITH OCCUPATION CODE, OR OCCUPATION TITLE
DO YOU WANT THE ENTIRE 556-ENTRY OCCUPATION LIST? N (NO)
Select OCCUPATION REQUIREMENT: WG3703// WELDING WG3703 WELDING
...OK? YES// N (NO)

WEL
1 WELDING G50894 WELDING ENGINEERING
2 WELDING WG3702 FLAME/ARC WELDING
CHOOSE 1-2: 1 G50894
ARE YOU ADDING A NEW OCCUPATION REQUIREMENT (THE 2ND FOR THIS MEDICAL PROGRAM
)? Y (YES)

Select OCCUPATION REQUIREMENT: -
These changes will result in major file audits.
Do you want to file the changes made to this Program? Y
Select MEDICAL PROGRAM NAME: -
DEVICE: A RIGHT MARGIN: 132// - (11)

REQUEST QUEUED!

FIGURE 7-6
OCCUPATION/MEDICAL PROGRAM LINKAGE
(CONCLUDED)

NOTES ON FIGURE 7-6

1. Occupations can be looked up by occupation code or by any word in the occupation title (Primer, Section 6).
2. We are being warned that a change may set off an audit.
3. We are asked if we want to add this link because there currently is no link.
4. We are asked if we want to delete the link since it already exists.
5. Since changes were made during the prompt sequence that were not changed back, we are being asked for a device on which to run the audit (Primer, Section 9.2).
6. If the audit had not yet run, we would not be allowed to reenter the option and would see a warning message.
7. We are being asked if we want to delete an existing link. We could have deleted this occupation earlier by entering an "@" at the select prompt that had "WG3702" as the default.
8. We are being warned that these changes may set off an audit.
9. Since the Lead program was inactivated, it is not available for selection.
10. We have chosen to reselect the Chromium program to make further changes. During this sequence we could reverse the changes we made in deleting occupation "WG3702" and thus avoid setting off an audit based on that change.
11. Since changes were made during this prompt sequence that were not reversed, we are being asked for a device on which to run the audit (Primer, Section 9.2).

sequence is similar to Figure 7-6 with the deletion of the audit prompts and warnings. NEHC will have established these linkages in the package that is delivered for your installation, so you rarely will have to use this option.

7.3.9 Stressor/Medical Program Linkage Option

This option allows you to add and delete links between programs and stressors. Changes can be made by stressor or by program. See Primer, Section 7.5, for guidance on stressor lookups. The prompt sequence is similar to Figure 7-6 with the deletion of the audit prompts and warnings. These links are used to determine automatic system actions based on exposures. An employee who is over-exposed or over the medical surveillance action level for a stressor may be enrolled for a current or future one-time checkup for all programs linked to the stressor, depending on the monitoring recommended for the stressor. NEHC will have established these linkages in the package that is delivered for your installation, so you rarely will have to use this option.

7.4 Medical Audit Function

7.4.1 Introduction

The Medical Audit Function process enables you to maintain the integrity of some of the major files and their data links. The Discrepancy Audit options review and, in some cases, change employee program enrollment data to be consistent with program requirements. The Qualification Audit option identifies employees with lapsed program qualifications and required changes in asbestos enrollment. The Schedule Audit option performs maintenance on the Medical Appointment file.

7.4.2 Discrepancy Audit of Personnel File Option

You will use this option to check the integrity of employee enrollment for a specified agency. It generates a report that shows missing hire dates, missing occupation codes, and changes needed to add or delete programs on employee enrollment to coincide with the programs required by the employee's occupation. The report also lists changes that set an invalid reexam frequency to the longest valid reexam frequency or modify existing "job-related" or "personal" enrollments to "required" when the program is required by the employee's occupation. The report also lists terminated employees who somehow have enrollments that have not been removed. NOTE: This option checks enrollment programs; it does not look for discrepancies in the To Be Scheduled, Medical Appointment, or Medical Appointment History files.

Your system should have minimal discrepancies to report if the operators take full advantage of the module features that automatically carry program data from file to file and that provide program defaults based on current enrollment.

The output report will be queued to run on the device you enter and at the time you specify. If you queue the report to the device you are using, you will have to log off before the report will run.

7.4.3 Qualification Audit Option

The major function of this option is to file a status of "not qualified" for employee periodic programs that have an expiration date that is earlier than the current date. The system makes this determination using an employee's enrollment Expiration Date Basis and the appropriate clinic's Qualification Grace Period. In addition, for employees age 45 or over, this option changes asbestos program enrollment from a five-year to a one-year reexamination frequency with a Date Next Exam within the next year.

You can use the Kernel Task Manager to run this option daily. Failure to run this option each day will render the employees' qualification information invalid and could severely hamper the agencies in meeting their medical surveillance requirements.

7.4.4 Schedule Audit Option

This option files past appointments as "missed" if they remain on the Schedule longer than the Schedule Grace Period allows for the clinic. For example, if the grace period is 14 days, appointments for more than two weeks ago that have not yet been filed as "attended," "missed," or "cancelled" will be filed in the medical Appointment History file as "missed."

In addition, for automated scheduling systems, this option deletes past clinic template days that have had all their appointments moved to the Medical Appointment History file.

You can use the Kernel Task manager to run this option daily.

7.4.5 Discrepancy Audit for Program/Occupation Changes Option

This option makes changes to employee program enrollment in response to modifications of the Medical Program file or its links to the Occupation file. The audit will remove programs enrollments that are no longer required as a result of such modifications, add enrollments, and upgrade "personnel" or "job-related" enrollments that are newly required,

make new changes to reexam frequencies, and report newly deleted frequencies. Normally these changes and the report produced will be the automatic outcome of modifications made prior to exit from the Medical Program Table Entry/Edit option or the Occupation/Medical Program Linkage option. If the audit abnormally ends or if the changes to the Program/Occupation linkage are made by an automated process, this option can be used to perform the audit. The output report will be queued to run immediately on the device you specify. If you specify the device you are using, you will have to log off before the audit will run. NOTE: Once the audit has completed a run, the file that controls the audit process is deleted, making it impossible to rerun the audit. This audit does not make changes to or identify changes needed in the To Be Scheduled, Medical Appointment, or Medical Appointment History files.

8.0 HAZARDOUS MATERIALS CONTROL MODULE SYSTEM MANAGER'S OPTION

The Haz Mat Control file contains information that is used to identify the shipyard on the data sheets stored in the Materials file. Specifically, the Control file contains the U.I.C. for the shipyard and the shipyard's abbreviated name or acronym. In addition, the Control file controls one part of the HMIS load process. If the shipyard wishes to simplify the HMIS load, the System Manager may enter into the file the Stock Number Only Required option. This option enables the shipyard to load all HMIS records (regardless of FSCM and part number indicator) that have the stock numbers previously entered by the user. While this makes it easier to load HMIS records, it may result in having many extraneous and unwanted HMIS entries in the Materials file. The other load option (all fields required) requires the user to specify all three identifying fields (Stock Number, FSCM, and Part Number Indicator) to load only those specific HMIS records the user wants. The prompt sequence used to enter data into the Control file is given in Figure 8-1.

UIC
FACILITY
HMIS Load

1
2
3

FIGURE 8-1
EDIT HMC MODULE CONTROL FILE (HAZ MAT CONTROL)

NOTES FOR FIGURE 8-1

1. This prompt is for the U.I.C., which is a 5-digit number that uniquely identifies a shipyard. You should enter the U.I.C. for your shipyard.
2. At this prompt you should enter the abbreviated name that is used to designate your shipyard.
3. You must enter one of two alternative responses at this prompt. If your shipyard wishes to load HMIS records by stock number only, you should enter "S" for stock number only required. This option enables you to load all HMIS records with the stock numbers you enter manually. The other option, all fields required, requires you to enter the stock number, FSCM, and part number indicator for all HMIS records you want to load.

9.0 HAZARD DEFICIENCY ABATEMENT MODULE SYSTEM MANAGER'S OPTIONS

9.1 Overview

The Hazard Deficiency Abatement (HDA) module requires the System Manager to perform the following two processes:

- Generate Notices--This includes the Notice Generation options and the Reprint Notice options
- Update Deficiency Tables

Table 9-1 shows the placement of the System Manager's options in the HDA menus.

9.2 Generate Notices Process

9.2.1 Introduction

Proper use of the options under the Generate Notices Process is crucial to the effectiveness of the HDA module in improving and overseeing the abatement activities of subordinate agency units. The process requires regular reporting from the appropriate agency unit on unabated deficiencies. When adequate responses are not received, the frequency of notices is increased and the authority level to which notices are sent is increased until an adequate response is received or the deficiency is abated. The notice cycle is illustrated in Figure 9-1.

9.2.2 Setup Deficiency Notices Option

The primary function of this option is to identify unabated deficiencies that have a notice due and file the date, type of notice, recipient, and deficiency number in the Deficiency Notice file. For each notice other than the HDA-9, the deficiency is updated to reflect the notice and date sent and to delete the shop response to the last notice. This option also deletes partially filed deficiencies and assigns abatement project numbers and sequence numbers to deficiencies that have just become abatement projects.

This option should be tasked to run daily using the Kernel's Task Manager; if it is not tasked, it should be incorporated into daily operating procedures. Since the option is resource-consuming and keeps users from making changes to the Deficiency file, it should be run during off hours.

TABLE 9-1
HDA MODULE MENUS

- 1 Enter/Edit/Delete
- 2 Notice Generation (9.2.3)
 - 1 Deficiency Notice Print
 - 2 Followup Notice Print
 - 3 Abatement Project Notice
 - 4 Problem Report Print Protocol
 - 5 Action Code Verification Print
 - 6 Delinquent Action Code Report Print
 - 7 Delinquent Responsible Code Report Print
 - 8 Status Report Print
 - 9 Notice of Serious Hazard Print
 - 10 Setup Deficiency Notices
- 3 Reprint Notices (9.2.4)
 - 1 Reprint Deficiency Notices
 - 2 Reprint Followup Notices
 - 3 Reprint Abatement Project Notices
 - 4 Reprint Problem Report
 - 5 Reprint Action Code Verifications
 - 6 Reprint Delinquent Action Code Reports
 - 7 Reprint Delinquent Responsible Code Reports
 - 8 Reprint Status Reports
 - 9 Reprint Notices of Serious Hazard
- 4 Report Generation
- 5 Deficiency Abatement Tables
 - 1 Update Deficiency Type Table (9.3.2)
 - 2 Inspector Table Update (9.3.3)
 - 3 Update Source of Deficiency Table (9.3.4)
- 6 RAC Reports

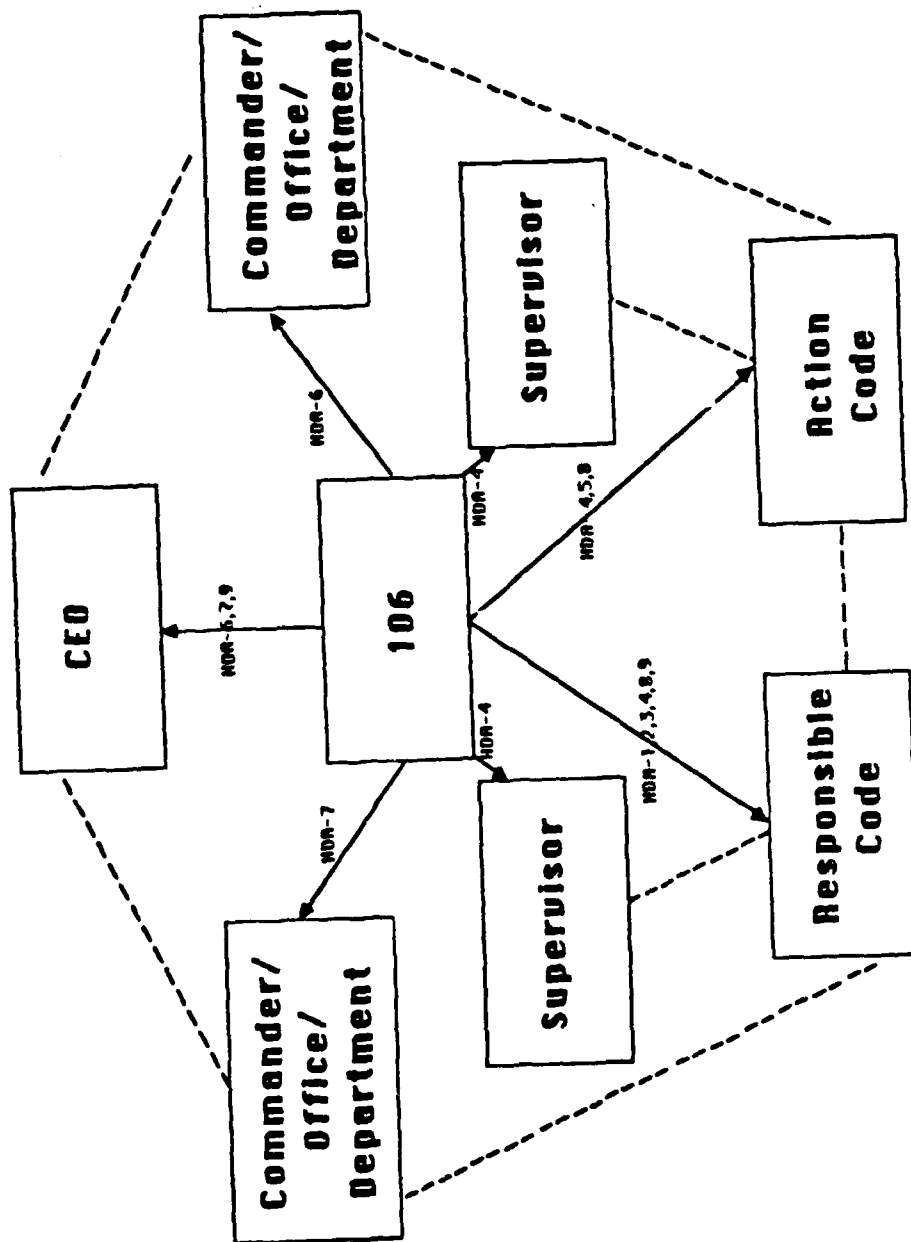


FIGURE 9-1
AUTOMATED NOTIFICATION CHAIN

9.2.3 Print Notices Options

The nine Print Notices options generate the notices and reports identified by the Setup Deficiency Notice option for the current date. These options must run after, but on the same day, as the Setup Deficiency Notice option. This can be accomplished by tasking them to run on the same device at a later time. The HDA-4, HDA-6, HDA-7, and HDA-9 notices must be printed twice. This cannot be done by tasking them to run twice, so some procedural means will need to be determined.

9.2.4 Reprint Notices Options

The nine Reprint Notices options allow you to reprint notices prior to the current date. These options can be used when notices did not get generated using the Print Notice options because of malfunction or unavailability of the specified printer, a system crash, or a program error occurring during printing.

To reprint a notice type, select the appropriate option from the menu, enter the date range of the notices to be printed, and specify the device to be used (Primer, Section 9.2). You will probably want to queue the job to free your terminal.

9.3 Update Deficiency Tables Process

9.3.1 Introduction

The Update Deficiency Tables process allows the System Manager to enter and modify data in the following HDA module reference files:

- Deficiency Type Table--Categories of deficiency types
- Inspector--Active and inactive inspectors
- Source of deficiency--Any source that has alerted the OSH office to a deficiency, e.g., employee, inspector, NIOSH, OSHA

9.3.2 Update Deficiency Type Table Option

This option allows you to enter and correct the Deficiency Type Table entries to bring them in conformance with the changes in the Navy-wide OSHRKS standard file. This table is not intended to be modified with local terms. The prompt sequence consists of the Select prompt, which allows you to add or select an entry, the Deficiency Type field prompt, which, allows you to change the entry, and the Deficiency Code field prompt, which allows you to enter or modify the Deficiency Code.

9.3.3 Inspector Table Update Option

You will use this option to initialize the Inspector file, to correct or modify an inspector name, to inactivate or reactivate an inspector, and to add or modify inspector codes. An inspector entry can be added to the file during deficiency entry, but if an error is made, you will have to use this option to correct it. The prompt sequence consists of the select prompt, the Name field, the Inactive Flag field, and the Inspector Code field. The select prompt allows you to add a new entry or to select an existing entry. The Name prompt allows you to change the inspector's name. The Inactive Flag field indicates whether the inspector is currently on staff or not. The Inspector Code field can be abbreviations or codes for use in ad hoc reports.

9.3.4 Update Source of Deficiency Table Option

You will use this option to add to the provided Source of Deficiency file and to correct or modify a source of deficiency name. A source of deficiency entry can be added to the file during deficiency entry, but if an error is made, you will have to use this option to correct it. The prompt sequence consists of the select prompt, which allows you to add or select an entry, and the Name field prompt, which allows you to change the entry.

10.0 INJURY AND COMPENSATION CLAIMS MODULE SYSTEM MANAGER'S OPTIONS

10.1 Module Overview

The System Manager must maintain several reference files used exclusively in the ICC module; these files, listed in Table 10-1, control the vocabularies of terms used in recording Safety Office and Compensation Office data. To maintain these reference files, the System Manager will use the menu options shown in Table 10-1. These entry/edit options allow the System Manager to enter a code value to look up an existing reference file entry or to create a new entry if no existing entry matching the entered code is found (Primer, Section 8.2). Associated with each code value is a text description defining the standard vocabulary. All of these standard vocabularies are based on NAVSEA Instructions and the American National Standards Institute (ANSI) Standard Z16.2 entitled "Method of Recording Basic Facts Relating to the Nature and Occurrence of Work Injuries."

10.2 ICC Reference File Updating

10.2.1 Introduction

The options used to update the ICC reference files are described below. Two sample data entry/edit sessions are presented that are typical of the available maintenance options.

10.2.2 Enter/Edit Office of Workers' Compensation Program Agency Codes File Option

Each entry in the Office of Workers' Compensation Program (OWCP) Agency Codes file corresponds to one of the unique duty stations serviced by the Compensation Office at the shipyard. Besides the duty station name and address, OWCP code numbers identifying this duty station must be entered. These OWCP identifying codes will appear on the compensation claim forms for those employees designated as working at the particular duty station at the time of the injury or illness. A sample data entry/edit session is given in Figure 10-1; this example is typical of data entry and edit in the OWCP Agency Codes file and the Reporting Office for OWCP file. Since each entry in this file includes a Reporting Office data field pointing to a Reporting Office for OWCP file entry, you should create the necessary entries in the Reporting Office for OWCP file first before you enter the associated duty station in this file.

10.2.3 Enter/Edit Reporting Office for Office of Workers' Compensation Programs Option

Since a Naval shipyard employs a large number of people involved in industrial activities, every shipyard has an Employee Relations office with a compensation branch dedicated to managing federal civilian employee

TABLE 10-1
ICC SYSTEM MANAGER'S OPTIONS

ICC File Maintenance Functions:

- 1 OWCP Duty Station Agency File - Enter/Edit (10.2.2)
- 2 Reporting Office for OWCP - Enter/Edit (10.2.3)
- 3 Claim Type File - Enter/Edit (10.2.4)
- 4 Nature of Injury File - Enter/Edit (10.2.5)
- 5 Body Part File - Enter/Edit (10.2.6)
- 6 Accident/Injury Type File - Enter/Edit (10.2.7)
- 7 Agent of Accident File - Enter/Edit (10.2.8)
- 8 Cause of Injury File - Enter/Edit (10.2.9)
- 9 Source of Injury File - Enter/Edit (10.2.10)
- 10 Adjudication Status File - Enter/Edit (10.2.11)
- 11 OSH Injury Codes File - Enter/Edit (10.2.12)
- 12 Pay Status File - Enter/Edit (10.2.13)
- 13 Monthly Manhours Enter/Edit

Select ICC Reference File Enter/Edit Option : ①
Enter/Edit OWCP Agency Code File

Select Agency Duty Station Name: PORTSMOUTH NAVAL SHIPYARD
Are you adding "PORTSMOUTH NAVAL SHIPYARD"
as a new OWCP Agency Codes (The 4th)? Y//(yes)

OWCP AGENCY CODE: 6438KA
ACTIVITY UIC: 00102
CLAIMANT CODE: NV24
DUTY STATION ADDRESS: PTSMHNAVSHIPYD
DUTY STATION CITY: Portsmouth
DUTY STATION STATE: NH New Hampshire
DUTY STATION ZIPCODE: 03801
REPORTING OFFICE: Portsmouth Naval Shipyard

Select prior OWCP Agency Code: 660600
Are you adding "660600" as a new
prior OWCP Agency Code (the 1st for
this OWCP Agency Code)? Y// (yes)

Last date code active: 093084

OSHA Site Code: 123456789

FIGURE 10-1
SAMPLE OWCP AGENCY CODES FILE ENTRY/EDIT SESSION

Select Agency Duty Station Name: PORTSMOUTH NAVAL SHIPYARD

AGENCY DUTY STATION NAME: Portsmouth Naval Shipyard//
OWCP AGENCY CODE: 6438KA// 6439KA
ACTIVITY UIC: 00102//
CLAIMANT CODE: NV24//
DUTY STATION ADDRESS: PTSMHNAVSHIPYD//
DUTY STATION CITY: PORTSMOUTH//
DUTY STATION STATE: NH//
DUTY STATION ZIP CODE: 30801//
REPORTING OFFICE: PORTSMOUTH NAVAL SHIPYARD//

Select Prior OWCP AGENCY CODE: 660600//

Last Date Code active: 30 September 1984//

OSHA Site Code: 123456789//

FIGURE 10-1
SAMPLE OWCP AGENCY CODES FILE ENTER/EDIT SESSION
(CONCLUDED)

compensation cases. Often, other smaller government agencies in the geographic proximity to the shipyard will be serviced by the compensation office at the shipyard. The Reporting Office for OWCP file holds information describing the compensation office, including the primary contact person in the office which the OWCP should contact with questions on compensation cases. This file should be loaded before the OWCP Agency Codes file entries are made since the Reporting Office field in the OWCP Agency Codes file is a pointer to a unique entry in the Reporting Office for OWCP file.

10.2.4 Enter/Edit Claim Type File Option

Each claim that is to be reported on the NAVSEA 12810-1B Compensation Illness Claims Statistical Report must have an associated claim type. The controlled vocabulary of claim type codes and their corresponding descriptions are maintained in the Claim Type file. The Compensation Office can supply the set of codes required for this file. Figure 10-2 shows a sample data entry/edit session for the Claim Type file which is typical of the remaining ICC reference files' data entry/edit sequences. The data for these files will be provided by NEHC, and will be loaded into the files during system installation.

10.2.5 Enter/Edit Nature of Injury File Option

Both the Safety Office and the Compensation Office reports and the Injury/Illness Event reports use the Nature of Injury controlled vocabulary to categorize the kinds of injuries and illnesses suffered by employees. This option allows the System Manager to enter and modify Nature of Injury file entries.

10.2.6 Enter/Edit Body Part File Option

The System Manager uses this option to enter and modify entries in the Body Part file. The Body Part file controls the vocabulary of human body parts and/or systems used in describing occupational injuries and illnesses.

10.2.7 Enter/Edit Accident/Injury Type File Option

The System Manager uses this option to enter or modify Accident/Injury Type file entries. Both the Safety Office and the Compensation Office use this controlled vocabulary to categorize injury/illness events and cases.

10.2.8 Enter/Edit Agent of Accident File Option

The System Manager uses this option to enter and modify Agent of Accident file entries. The Safety Office uses this controlled vocabulary to categorize the agents that cause the injury/illness events recorded on the Injury Log.

Adding a new Claim Type

Select ICC Reference File Enter/Edit Option: ③
Enter/Edit Claim Type File

Select CLAIM TYPE: H1
Are you adding "H1" as a new Claim Type
(the 1st)? Y// (Yes)

Description: HEARING LOSS

Editing an existing Claim Type

Select ICC Reference File Enter/Edit Option: ③
Enter/Edit Claim Type File

Select CLAIM TYPE: FRACTURE/LACERATION FR
TYPE: FR//
Description: Fracture/Lasceration// FRACTURE/LACERATION

FIGURE 10-2
SAMPLE CLAIM TYPE FILE ENTRY/EDIT SESSION

10.2.9 Enter/Edit Cause of Injury File Option

The System Manager uses this option to enter and modify Cause of Injury file entries. The Safety Office uses this controlled vocabulary to categorize the objects, conditions, and/or actions that cause injury/illness events recorded on the Injury Log.

10.2.10 Enter/Edit Source of Injury File Option

The System Manager uses this option to enter and modify Source of Injury file entries. The Safety Office uses this controlled vocabulary to categorize sources of injury/illness events recorded on the Injury Log.

10.2.11 Enter/Edit Adjudication Status File Option

The compensation specialist needs to track the claims under his/her oversight based on current adjudication status. The OWCP in the Department of Labor (DoL) decides the compensation status of employee claims submitted from federal employing agencies like the U.S. Navy shipyards. This file holds the controlled vocabulary of codes and associated descriptions of the possible adjudication status entries. The System Manager uses this option to enter new entries or to modify existing entries to this vocabulary.

10.2.12 Enter/Edit Occupational Safety and Health Injury Codes File Option

This file holds the set of injury and illness codes and their associated descriptions used on the Log of Navy Civilian Occupation Injuries and Illnesses (OPNAV 5100/10, OSHA 100F modified). Using this option, the System Manager can add new entries to this set or modify existing entries.

10.2.13 Enter/Edit Pay Status File Option

This file holds the controlled vocabulary for the Pay Status field used by the Compensation Office to track the payment source and payment status of employees having claimed compensation.

APPENDIX A
EXAMPLES OF DATA INPUT FORMS

1. INDUSTRIAL HYGIENE SURVEY COVER SHEET
2. NOISE SURVEY FORM
3. AIR SAMPLE FORM
4. DIRECT READING SAMPLING SHEET
5. HEAT STRESS SAMPLING FORM
6. MATERIAL SURVEY FORM
7. VENTILATION SURVEY FORM
8. WALKTHROUGH SURVEY COVER SHEET
9. WALKTHROUGH SURVEY FORM
10. BULK SAMPLE FORM
11. WIPE SAMPLE FORM
12. BOUNDARY ACCESS LOG
13. SURVEY ACTION FORM

SURVEY/BOUNDARY #: _____ CONTROL #: _____

ACTIVITY/COMMAND: _____

TYPE OF SURVEY: — 1. BASELINE — 2. INVESTIGATION — 3. ROUTINE — 4. OTHER (SPECIFY) _____ — 5. FOLLOW-UP _____		DATE _____ INVESTIGATOR _____ AGENCY _____ ASSISTANT _____ AGENCY _____ TELEPHONE # _____
SITE	LOCATION	SUBLOCATION
AREA		
OPERATION _____ SHOP #: _____ SHOP TEL # _____ SUPERVISOR _____ SUPPORT SHOPS _____ # OF EMPLOYEES INVOLVED MALES _____ FEMALES _____		
FREQUENCY OF OPERATION: 1 _____ DAILY 2-3 TIMES/WEEK } 3 _____ WEEKLY 2-3 TIMES/MONTH 2 _____ MONTHLY 2-3 TIMES/YEAR } 4 _____ YEARLY SPECIAL OPERATION DURATION: _____ LESS THAN 1 HR 1-4 HRS 5-8 HR GREATER THAN 8 HRS		

WEATHER CONDITIONS (TEMP. ETC.) _____

ENGINEERING CONTROLS IN USE	ADEQUATE ?	COMMENT
	— YES — NO	
	— YES — NO	
	— YES — NO	
COMMENTS:		
SURVEY ACTIONS		FOLLOW-UP DATE
1.		
2.		
3.		
4.		
5.		
SURVEY INCLUDES: <input type="checkbox"/> AIR SAMPLING <input type="checkbox"/> NOISE <input type="checkbox"/> VENTILATION <input type="checkbox"/> WALKTHROUGH <input type="checkbox"/> OTHER		
REVIEWED BY: _____		DATE: _____

Survey/Document # _____

Type of Sample (Per/GA) _____ Page # _____ of _____

Collection Inst 1 _____ Collection Inst 2 _____

Equipment Labeled ☐ Yes ☐ No ☐ N/A

Area Noise Posted ☐ Yes ☐ No ☐ N/A

Sampling Strategy:

☐ _____ Full Period, Single

☐ _____ Full Period, Consecutive

☐ _____ Partial Period, Single

☐ _____ Partial Period, Consecutive

☐ _____ Single Grab

☐ _____ Multiple Grab

☐ _____ Ceiling

☐ _____ Other _____

Employee Name _____ Badge # _____ SSN _____

Auditory Protection Code _____ Description _____

Adeq (Y/N) _____ Comments: _____

Dosimeter Sampling Data

Time on	Time off	Time on	Time off	Time on	Time off	TOTAL Time	LEQ DBA	LEQ Peak	% Exposure	Peak Exceed (Y/N)
---------	----------	---------	----------	---------	----------	------------	---------	----------	------------	-------------------

Type of Noise: ☐ Steady

☐ Intermittent

☐ Impact/Impulse

Wind screen: ☐ Used

☐ Not used

Measurements obtained:

☐ Indoors

☐ Outdoors

Sound Level Meter sampling data

Time of day	Measurement (RESULTS)	Units DBA/DBC	Meter Response	Work Practices/ Location

Noise Source: _____ Radius: _____

Calibration Information:

Dosimeter

Pre Calibration

Post Calibration

Date _____ Battery Check _____

Date _____ Battery Check _____

Readout _____

Readout _____

Calibration Name _____ Initial _____

Calibration Name _____ Initial _____

Sound Level Meter

Pre Cal

Post Cal

Frequency | Allowable Range

Date _____ Batt []

Date _____ Batt []

DBA | DBC

DBA | DBC

DBA | DBC

125 Hz

250 Hz

500 Hz

1000 Hz

2000 Hz

Calibrator

Calibrator

Calculations

Calculations reviewed by:

Survey/Location: _____

Type of Sample (PER/GA) _____

Page _____

Collection Inst 1 _____ Inst 2 _____

Sampling Strategy (Circle One)

____ Full Period, Single

____ Full Period, Consecutive

____ Partial Period, Single

____ Partial Period, Consecutive

____ Single Grab

____ Multiple Grab

____ Ceiling

____ Other _____

Employee Name _____ Badge # _____ SSN # _____

Respirator Code _____ Description: _____

PPE	Code	Adeq (Y/N)	Comments
Auditory			
Eye/Face			
Hand			
Foot			
Clothing			
Other			

Sample Information

Sample #						
Lab #						
Media						
Size						
Lot #						
Time Off (stroke)						
Time On (stroke)						
Sample Time						
Flow Rate						
Sample Volume						

Analytical Method and Lab

Analytical Results

Other Personnel Represented by Sampling

Employee Name	Badge	SSN	Operation Code	Resp Code	PPE Codes

Calculations Reviewed by _____

Pump Calibration Data

Pump	Pump	Pre	Avg Flow	Post	Avg Flow	Calibrate	Cal'd	Date
MFG	Code	1 2 3	Rate	1 2 3	Rate	Method	by	

Comments: _____

Calculations

Calculations reviewed by:

A-8

Survey/Boundary: _____

Type of Sample (Per/GA) _____

SAMPLING STRATEGY (Circle One)

COLLECTION INSTRUMENTS

1 _____

2 _____

_____ Full Period Sing

_____ Partial Period Con

_____ Single Grab Sample

_____ Partial Period Sing

_____ Full Period Consec Samp

_____ Multiple Grab Sample

_____ Ceiling Std.

_____ Other

Employee Name _____ Badge _____ SSN _____

Respirator Code _____ Description _____

PPE	Codes	Adeq/Inadeq	Comments
Auditory			
Eye/Face			
Hand			
Foot			
Clothing			
Other			

Sample Tube ID					
Sample #					
Lab #					
Strokes					
Time On					
I/O Boundary					

Stressor	TWA/Ceil/Stel/Other	Results	Units	STD	Source

Other Employees Represented by Sampling:

Employee Name	Badge	SSN	Operation	Resp Codes	PPE Cc

Calibration:

Pre		Post		Spans			Leak Test		Calibra
Cal Date	Cal Date	1	2	3	Cal Method		OK (Y/N)		Initial

Reviewed by: _____

Survey/Boundary: _____

Collection Instrument 1 _____

Instrument 2 _____

Comments: _____

Results	Indicate Units										
PARAMETER	1	2	3	4	5	6	7	8	9	10	AVG
Dry Bulb (F or C)											
Wet Bulb (F or C)											
% Humidity											
Globe Temp (F or C)											
WBGT											
In/Outdoors (I/O)											
Radiant Load (Y/N)											

CONTROL MEASURES

Water Avail (Y/N) _____

Work/Rest time _____

Other _____

OTHER EMPLOYEES			Operation		Respir	PPE
Name	Badge	SSN	Code	Code	Code	Code

Calculations: _____

Data Reviewed By: _____

Walkthrough Survey / _____

Location:	Site	Location	Sublocation
Area			

Operation Code _____ Description _____

MATERIAL NAME _____ QUANTITY _____ UNITS _____

STRESSOR

STRESSOR

MATERIAL NAME _____ QUANTITY _____ UNITS _____

STRESSOR

STRESSOR

MATERIAL NAME _____ QUANTITY _____ UNITS _____

STRESSOR

STRESSOR

MATERIAL NAME _____ QUANTITY _____ UNITS _____

STRESSOR

STRESSOR

MATERIAL NAME _____ QUANTITY _____ UNITS _____

STRESSOR

STRESSOR

MATERIAL NAME _____ QUANTITY _____ UNITS _____

STRESSOR

STRESSOR

Person Performing Survey _____ Date _____ Badge _____

Survey/Boundary # _____ Date: _____
 Activity/Command: _____
 Investigator _____ Agency _____
 Assisted by _____ Agency _____
 Site _____ Location _____
 Sublocation _____ Area _____
 Operation Code _____ Operation Description _____
 Stressors Involved _____
 Shop _____ Shop Tel# _____ Supervisor _____
 Collection Instrument 1 _____ Instrument 2 _____
 Survey Comments: _____

Vent System ID _____ Description _____
 Vent System: ☐ Permanent ☐ Temporary

Vent Source ID _____ Hood Description _____
 Vent Source: ☐ Permanent ☐ Temporary

Blast Gate/Damper Position:
☐ 1/4 open ☐ 1/2 open ☐ 3/4 open ☐ Full open ☐ None

Duct Diameter _____ Face/Slot Area _____

Measurements

Type	Duct	Face	Slot	Capture	Static Pressure
	Avg Vel (FPM)	Avg Vel (FPM)	Avg Vel (FPM)	Avg Vel distance	Avg Vel (In of H ₂ O)
1					
2					
3					
4					
5					
6					
					VELOCITY STD
				< Avg Flow Rate	
				< Flow Rate STD	

System Status: ☐ Satisfactory ☐ Unsatisfactory ☐ N/A

Discussion:

[

Calculation:

Calculations Reviewed by:

WALKTHROUGH SURVEY • _____

TYPE OF WALKTHROUGH : ☐ _____ WALKTHROUGH
☐ _____ MATERIAL INVENTORY
☐ _____ OTHER
☐ _____ ROUTINE
☐ _____ SPECIAL REASON

SPECIAL WALKTHROUGH REASON: _____

DATE STARTING FROM: _____

DATE ENDING ON: _____

INVESTIGATOR: _____ AGENCY: _____ UIC: _____

ASSISTANT : _____ AGENCY: _____ UIC: _____

SURVEY COMMENT: _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

WALKTHROUGH SURVEY /

Site	Location	Sublocation
Area		

Operation Code: _____ Description: _____

Shop: _____	In Agency: _____
Frequency: _____ Daily 5 _____ 2-3 Times/Week of _____ Weekly 6 _____ 2-3 Times/Month Operations _____ Monthly 7 _____ 2-3 Times/Year y _____ Yearly y _____ Other	Duration: _____ (1) Less than 1 HR _____ (2) 1-4 HRS _____ (3) 5-8 HRS _____ (4) More than 8 HRS

Number of persons at risk: _____ Males _____ Females
Need to Sample: _____ Yes _____ No
Exposure Risk: _____ Negligible _____ Marginal _____ Imminent _____ Critical

Negligible Risk Reason: _____

Operation Comment: _____

Machinery: _____

Physical Hazard:	Source	Sight Haz (y/n)	Comments:

Engineering Controls in use:	Adequate (Y/N)	Comments:

Other Controls in use:	Adequate (Y/N)	Comments:

Resp Prot in use:	Adequate (Y/N)	Comments:

PPE in use:	Adequate (Y/N)	Comments:

SURVEY/BOUNDARY #: _____ CONTROL #: _____ PAGE #: _____

SOURCE OF SAMPLE: _____

_____CONTAINER LABEL: _____

SAMPLE #						
LAB #						
STRESSORS	Amt/Units	Amt/Units	Amt/Units	Amt/Units	Amt/Units	Amt/Units

IN OR OUT OF BOUNDARY AREA (CIRCLE ONE): IN OUT

TYPE OF LAB ANALYSIS REQUESTED: _____

NAME OF ANALYTICAL LAB: _____

INVESTIGATOR'S NAME: _____

DATE SAMPLE COLLECTED: _____

SURVEY/BOUNDARY #: _____

CONTROL #: _____
PAGE #: _____

SOURCE OF SAMPLE: _____

COLLECTION MEDIA: _____

SAMPLING COMMENTS: _____

TYPE OF ANALYSIS REQUESTED: _____

NAME OF ANALYTICAL LAB: _____

SAMPLE #:						
LAB #:						
IN/OUT BOUND						
WIPE AREA						
STRESSORS	Amt/Units	Amt/Units	Amt/Units	Amt/Units	Amt/Units	Amt/Units

REVIEWED BY: _____

BOUNDARY ACCESS LOG

[illegible]

SUPERVISOR'S SIGNATURE: _____

• NOTE: Begin new Log each shift, each day.

SURVEY ACTION • _____
WALKTHROUGH/SURVEY • _____
LOCATION: _____ OPERATION: _____
SHOP: _____ IN AGENCY: _____
INVESTIGATOR: _____
DESCRIPTION: _____

FOLLOWUP DATE: _____ COMPLETION DATE: _____

**APPENDIX B
GLOSSARY**

Abate - To eliminate or reduce permanently an unsafe or unhealthful working conditions by coming into compliance with the applicable NAVOSH standard.

Abatement Project - A deficiency becomes an "abatement project" if not corrected within thirty days of the date of the Deficiency Notice. An abatement project consists of the following data items: planned abatement date, planned corrective action, estimated cost, and interim controls.

Abatement Status (HDA) - The status of a deficiency. The entry is a "U" for unabated if there is no actual abatement date, or an "A" for abated once there is an actual abatement date.

Accident - Any unplanned or unexpected event causing material loss or damage or causing personnel injury or death.

Accident Investigation - The investigation of the facts surrounding the causes of an accident.

Accident Report - The formal report of an accident investigation.

ACGIH - American Conference of Governmental Industrial Hygienists.

Action Code - The shop which has the responsibility for the next step in correction or abatement of a deficiency.

Activity - A physical location as above, under a single higher authority command, where business is conducted or where services or operations are performed. Also called Agency in OSHRKS.

Acute - Severe, usually crucial, often dangerous in which rapid changes are occurring. An acute exposure runs a comparatively short course.

Adequate Response - The shop must have furnished all four data items that constitute an abatement project in order to have responded adequately. In addition, the industrial hygienist must have indicated that the shop's response to the most recent notice was adequate. The industrial hygienist's evaluation of the shop response is considered inadequate from the time a new notice is sent until an entry of "adequate" is made.

Administrative Control - Any procedure which limits daily exposure to toxic chemicals or harmful physical agents by control of the work schedule.

GLOSSARY
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Agency - An Executive Department, as defined in 5 U.S.C. 101, or any employing unit or authority of the Government of the United States not within an Executive Department to which the provisions of Executive Order 12196 are applicable.

Agency Unit - A unique government employing agency identified by a Unit Identification Code.

Analytical Method - e.g., fibers counted at 400 to 450 magnification, using phase contrast illumination, with sample mounted in high viscosity solution of membrane filter material.

ANSI - American National Standards Institute, a national consensus standard-developing organization.

Asbestos - Asbestos is a general term used to define several fibrous mineral silicates of iron, sodium, calcium, or magnesium. Although there are many asbestos minerals, only six are of commercial value; chrysotile, amosite, crocidolite, tremolite, anthophyllite, and actinolite.

Audiogram - A graph or table showing hearing threshold levels as a function of frequency.

Automated Scheduling System - Indicates that all appointments are filed into a schedule of dates and time slots. Each time slot included in an appointment is checked by the system for available capacity and for shift or program preferences.

A-Weighted Sound Level - Sound level in decibels as measured on a sound level meter using an A-weighted network. This network attempts to reflect the human ear's decreased sensitivity to low frequency sounds.

Boundary - An area isolated from surrounding areas in which a process is being conducted which produces high concentrations of a stressor.

Boundary Number - A unique series of digits assigned to each specific boundary process which denotes year, Julian date, stressor, sequential number, and responsible shop. The number is used for recordkeeping purposes.

GLOSSARY
(Continued)

Bulk Sampling - The collection of specimens of suspect materials to be analyzed in order to determine the presence of a stressor.

CA Form - OWCP's federal employee compensation form.

Capture Velocity - That velocity at a distance from a hood, necessary to overcome dispersive forces and capture the contaminant.

CAS (Chemical Abstract Service) Number - A unique identification number given to chemical substances by the Chemical Abstract Service.

Caution Signs - Approved signs displayed at each location where airborne stressor concentrations may be in excess of exposure limits. Signs are posted at such a distance at these locations that an employee may take necessary protective steps before entering the area marked and are posted to all approaches to work area.

Ceiling Limit - A concentration which cannot be exceeded for any length of time.

CEO - The Chief Executive Officer of the shipyard.

Chronic - Persistent, prolonged, repeated.

Class - A meeting of employees with an instructor at a specific time and place during which course information is conveyed to the employees.

Clearance Sample - Sample of the air in a space after boundary work and clean-up have been completed, to determine if the space is safe for entry without respiratory protection and protective clothing. The sample is to be collected for 120 minutes at a flow rate of 2.5 liters per minute.

Code 100 - The Chief Executive Officer at the shipyard.

Code 106 - The Occupational Safety and Health Office at the shipyard.

GLOSSARY
(Continued)

Code 165 - The Employee Relations Office, Compensation Branch at the shipyard.

Commander - The Navy official in charge of a naval shore command, activity or installation, office or unit. Unless specified to the contrary, the term is synonymous with commander, commanding officer (CO), officer-in-charge (OIC), chief, director, or other title for the head of the organization.

Concentration - The quantity of a substance per unit volume (in appropriate units).

Examples of concentration units are provided below:

- mg/m^3 milligrams per cubic meter for vapors, gases, fumes, or dusts
- ppm parts per million for vapors or gases
- fibers/cc fibers per cubic centimeter asbestos

Controverted - When an employing agency believes an employee's compensation claim is not justified, it can indicate disagreement with the claim by controverting it.

COP - Continuation of employee's regular pay for up to 45 days after traumatic injury.

Course - Defines the scope of information required for an employee to be qualified for an occupation, operation, or stressor.

Course Frequency - The number of times in one year that classes convene for a given course.

Course Type - Category describing group of courses (i.e., internal safety course, hazard briefing, shop training, training division).

dB(A) - A sound level reading in decibels as measured on the A-weighted network of a sound level meter. (See A-Weighted Sound Level.)

GLOSSARY
(Continued)

Date Next Exam - For periodic program enrollments, this indicates the date by which the employee is expected to be scheduled for an exam. For one-time enrollments or for removed programs, this indicates the month and year in which the one-time or removal exam should be given.

Decibel-dB - A unit used to express sound pressure levels; specifically, 20 times the logarithm of the ratio of the measured sound pressure to a reference quantity, 20 micropascals (0.0002 microbars). In hearing testing, the unit used to express hearing threshold levels as referred to audiometric zero (re: ANSI S3.6, 1969 (NOTAL)).

Disabling Work/Duty Injury - Any impairment resulting from an accident or occupational disease which prevents a military person from performing his/her regularly established duty or work for a period of 24 hours or more, subsequent to 2400 on the day of injury; or prevents a civilian employee of the Navy from performing work for a full shift on any day subsequent to the day of injury.

Disposition - A determination of whether an appointment was attended, missed, or cancelled.

Document Number - The number used by the Supply department to identify their records uniquely in the Materials Management System.

DoD - Department of Defense.

Dosimeter - A device for measuring cumulatively the exposure of an individual over a period of time.

EE Module - The Environmental Exposure module of OSHRKS.

Employee - Any person employed or otherwise suffered, permitted, or required to work by a Navy command including both civilian and military personnel.

Employment Accident - An accident occurring as a result of work performance or exposure to the work environment.

GLOSSARY
(Continued)

Engineering Controls - Isolation, enclosure, exhaust ventilation, and dust collection used to meet exposure limits.

Expiration Date - The date on which an employee's periodic program qualification expires. As adjusted by the clinic-specified Qualification Grace Period, it is the program enrollment Date Next Exam or a scheduled appointment date, whichever is later.

Facility - A separate, individual building, structure, or other form of real property, including land, which is subject to separate reporting under the Department of Defense real property inventory. (NOTE: This definition differs from that used elsewhere because it includes "land.")

Federal Supply Class (FSC) - The first 4 digits of the 13-digit national stock number.

Federal Supply Code for Manufacturers (FSCM) - A 5-digit code used to identify manufacturers and distributors of hazardous materials.

FileMan - The data base management package written by the Veterans Administration, used to develop OSHRKS.

First Aid - Any one-time treatment, any follow-up visit for the purpose of observation, of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. Such one-time treatment, and follow-up visit for the purpose of observation, is considered first aid even though provided by a physician or registered professional personnel.

Frequency - The rate at which a sound source vibrates or makes the air vibrate determines frequency. The unit of time is usually one second and the term Hertz (Hz) is used to designate the number of cycles per second. Frequency is related to the subjective sensation of pitch. High frequency sounds (2,000, 3000, and 4000 Hz) are high pitched.

Glove-Bag - A portable, sealed space, accessible by protective sleeves and rubber gloves. The bag is sealed around the asbestos material to be worked, and mechanics reach in through the sleeves to perform work operations.

GLOSSARY
(Continued)

Hazard - A workplace condition that might result in injury, health impairment, illness, disease, or death to any worker who is exposed to the condition, or damage or loss to property/equipment.

Hazard Briefing - A course given in a shop by a shop supervisor that conveys a small amount of information about a specific topic and follows a preprinted information sheet.

Hazard Control Assessment - An objective overall assessment for measuring the relative priority of hazard abatement projects in terms of a 3-digit dimensionless number. This assessment will be used to prioritize centrally funded projects.

Hazardous Material - For the purpose of preparing the Material Safety Data Sheet, a hazardous material is defined as a material having one or more of the following characteristics: (a) has a flashpoint below 200°F(93.3°C) closed cup, or is subject to spontaneous heating or is subject to polymerization with adequate control; (b) has a threshold limit value below 1000 ppm for gases and vapors, below 500 mg/m³ for fumes, and below 30 mppcf for dusts; (c) a single oral dose which will cause 50% fatalities to test animals when administered in doses of less than 500 mg per kilogram of test animal weight; (d) is a strong oxidizing or reducing agent; (e) causes first degree burns to skin in short time exposure, or is systemically toxic by skin contact; (f) in the course of normal operations, may produce dusts, gases, fumes, vapors, mists, or smokes with one or more of the above characteristics; (g) produces sensitizing or irritating effects; (h) is radioactive; or (i) the item has special characteristics which in the opinion of the manufacturer could cause harm to personnel if used or stored improperly.

Hazardous Material Information System (HMIS) - A computer-based information system developed to accumulate, maintain, and disseminate (on magnetic tape and microfiche) important characteristics of hazardous materials which exist throughout the Department of Defense.

GLOSSARY
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Hearing Level - Amounts in decibels by which the threshold of audition for an ear differs from zero decibels (dB) for each frequency - a standard audiometric threshold derived from normal-hearing young adults.

Hertz (Hz) - Unit of frequency.

HMC - Hazardous Materials Control Module of OSHRKS.

ID - Identification Code; as in course ID.

IH - Industrial Hygienist, Industrial Hygiene.

Illness - Any abnormal condition or disorder, other than one resulting from an injury, caused by exposure to conditions associated with the occupational environment.

Imminent Danger - A condition that immediately threatens the loss of life or serious injury or illness of an employee.

Impulse or Impact Noise - Sound of short duration, usually less than one second, with an abrupt onset and rapid decay. Also, those variations in noise levels that involve maxima at intervals greater than 500 milliseconds. Where the intervals are less than 500 milliseconds, the noise is considered continuous.

Injury - Traumatic bodily harm, such as a cut, fracture, burn, or poisoning, caused by a single or one-day exposure to an external force, toxic substance, or physical agent.

Inspection - A comprehensive survey of all or part of a workplace in order to detect safety and health hazards as distinguished from routine, day-to-day evaluation and monitoring by local occupational safety and health personnel.

Installation - A facility or grouping of facilities located in the same vicinity, which support particular Navy functions. Installations may include locations such as stations, air stations, shipyards, etc., or may be vessels.

GLOSSARY
(Continued)

Internal Safety Course - A training course given by designated instructors outside the shop, under the supervision of the Occupational Safety and Health office.

Kernel - A package of utilities written by the Veterans Administration, used in OSHRKS for menu management, task management, security control, electronic mail, etc.

LAYGO (Learn As You Go) - The ability to add terms to a file while entering data into a related file.

Local Stock Number (LSN) - A number assigned by a single facility to identify a hazardous material used in that facility.

Location - A four-tiered hierarchical description of a physical place consisting of site, location, sublocation, and area.

Lost Workdays - Days Away from Work - The number of days (consecutive or not) that Navy personnel would have worked but could not because of an occupational injury or illness. For civilian personnel, this category is limited to days lost as a result of an on-duty occupational illness or injury. The number of lost workdays does not include the day of injury or any days which the person was not scheduled to work, e.g., Saturdays, Sundays, and holidays. For persons not having regularly scheduled work hours, e.g., certain truck drivers, construction workers, part-time employees, etc., it may be necessary to estimate the number of lost workdays. Estimates of lost workdays shall be based on prior work history of the person and days worked by persons, not ill or injured, working in the department and/or occupation of the ill or injured person.

Manual Scheduling System - Indicates that all appointments will be scheduled by the user with no system scheduling or checking on clinic availability.

Material Name - The part number, trade name, or synonym commonly used to refer to a hazardous material.

Material Safety Data Sheet (MSDS) - A summary of the information known about a hazardous substance; must be supplied by a vendor when a facility purchases such material.

GLOSSARY
(Continued)

Materials Management System (MM) - A computerized system used by supply departments in all shipyards to track purchase and distribution of all materials used in various shops at Navy shipyards.

Medical Surveillance Action Level (MSAL) - Medical examination qualification is required for any employee expected to enter into areas where airborne concentration may regularly exceed the specified airborne action level. The MSAL includes both a specified stressor concentration (generally about one-half of the Permissible Exposure Limit (PEL) and a number of days or duration of exposure at or above the specified stressor concentration.

Medical Surveillance Program (MSP) - A means of classifying employees for medical surveillance that specifies the protocol an employee should be subject to when working in an occupation, location, operation, or with a stressor, or when requiring evaluation based on past exposure to a stressor. Programs may be generic or specific to a stressor, operation, or occupation (e.g., sight conservation, asbestos, fork lift operator).

Medical Treatment - Treatment administered by a physician or by registered personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even though provided by a physician or registered professional personnel.

MES - Medical Exam Scheduling module of OSHRKS.

Mishap - An unplanned event or series of events that result in death, injury, occupational illness, or damage to or loss of equipment or property.

Monitoring - Those comprehensive activities performed at the worksite to determine that employees are working in a safe and healthful environment and to take or initiate coercive actions when conditions are unsatisfactory. Monitoring includes the collection of a stressor samples for analysis, surveillance of work practices, observation of environmental factors which may affect the hazard associated with the stressor, verification of the integrity and effectiveness of engineering controls, and ensuring compliance with health and safety requirements.

GLOSSARY
(Continued)

Monitoring, Industrial Hygiene - Measurement of the amount of contaminant or physical stress reaching the worker in the environment.

Monitoring, Medical Surveillance - The preplacement and periodic evaluation of the health status of workers exposed to toxic substances or physical agents in the workplace - measures the effects of contaminant on a worker's body function and tissues (e.g., decreased lung function; dermatitis, abnormal blood count).

Monitoring Hearing Tests - Periodic hearing tests, obtained subsequent to the reference hearing test, which are used to detect shifts in the individual's threshold of hearing.

MSAL - See Medical Surveillance Action Level.

MUMPS (Massachusetts General Hospital Utility Multi-Programming System) - The programming language used to develop OSHRKS.

NARF - Naval Air Rework Facility.

National Fire Prevention Association (NFPA) Code - A code assigned by the National Fire Prevention Association that reflects the health, fire, and reactivity hazards of a substance.

National Item Identification Number (NIIN) - The last 9 digits of the 13-digit national stock number.

National Stock Number (NSN) - A 13-digit number used throughout the Navy to refer to any material purchased through the Federal Supply System.

NAVOSH - Navy Occupational Safety and Health.

NAVSEA - Naval Sea Systems Command.

Navy Occupational Safety and Health (NAVOSH) Standards - Occupational safety and health standards published by the Navy which include, are in addition to, or are alternatives for, the OSHA standards which prescribe conditions and methods necessary to provide a safe and healthful working environment.

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Navy Personnel - For purposes of OSHRKS includes only the following category:

- (1) **Civilian** - General Schedule and Wage Grade employees; Youth/Student Assistance Program employees, Foreign Nationals directly employed by Navy commands; and non-appropriated fund employees.

NCPDS - Naval Civilian Personnel Data System.

NIOSH - National Institute for Occupational Safety and Health.

NIOSH Number - A unique number assigned to materials by the National Institute of Occupational Safety and Health.

Noise Exposure - Personal interaction to a combination of sound level and its duration.

Normal Working Population Exposed to Hazard - The number of people whose authorized activities on Navy property cause them to be exposed to the specified hazardous condition on a significant number of occasions during a work year; no one should be included in this estimate who is exposed to the cited hazard so infrequently or at such low exposure concentrations that it can be considered insignificant. For example, do not count as exposed those persons who only occasionally pass by door of a room where a hazard is present.

For specific chemical or physical agents, the population exposed is dependent on the numbers of personnel involved in the specific activity, the effectiveness of confinement or containment systems, and the process steps involved. For agents requiring extensive processing, potential exposure may be plant-wide, but will vary in intensity. If isolation is practiced, the exposed population may be only one worker per shift. If collection systems are not used to confine potential emissions, personnel not actively engaged in the operation may also be exposed to hazardous substances.

Populations exposed to a specific safety hazard will vary with the type of hazard and its locations. If the safety hazard is associated with a specific piece of equipment, only the

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operator may be exposed. For a grinder, the population exposed could differ according to the safety features of the equipment. If the grinder has a guard, only the operator might be injured through contact with the grinding wheel; on the other hand, if a grinder is without an adequate guard, shattering of the grinding wheel could injure other personnel in the immediate vicinity.

Occupation - A defined set of jobs, each with its own code, that is used to classify the primary function of each employee.

Occupational Health - That multidisciplinary field of general preventive medicine which is concerned with the prevention and/or treatment of illness induced by factors in the workplace environment. The major disciplines involved are: occupational medicine, occupational health nursing, epidemiology, toxicology, industrial hygiene, and health physics.

Occupational Medicine Services - Occupational medicine services shall include medical examinations and tests related to preemployment, preplacement, periodic, and predetermination; tests required for protecting the health and safety of Naval personnel; job-related immunizations and chrmoprophylaxis; education and training related to occupational health and other medical services provided to avoid lost time or to improve employee effectiveness.

Occ/Op/Str - Occupation/Operation/Stressor.

On-Duty - For purposes of this manual, Navy civilian and military personnel are on-duty when they are:

- (1) Physically present at any location where they are to perform their officially assigned to work. (This includes those activities incidental to normal work activities that occur, e.g., lunch and coffee breaks, etc., and all activities aboard vessels.)
- (2) Being transported by Department of Defense conveyance for the purpose of performing officially assigned work. (This includes reimbursable travel for temporary duty performed in private motor vehicles.)

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(Continued)

(3) Participating in compulsory sports and physical training activities.

One-Time - A program exam or enrollment that does not anticipate or require any periodic reexamination.

OPNAVINST - A Navy policy directive publication.

Operation - A defined set of procedures, each with its own code, that is used to classify specific tasks performed by employees in the course of their work.

OSH - Occupational Safety and Health office; Occupational Safety and Health.

OSHA - Occupational Safety and Health Administration, Department of Labor.

OSHAct - The Williams-Steiger Occupational Safety and Health Act of 1970 (Stat. 1590 et seq., 29 U.S.C. 651 et seq).

OSHA Standards - OSHA standards are those standards issued by the Department of Labor's Occupational Safety and Health Administration pursuant to Section 6 of the OSHAct.

OSHRKS - Occupational Safety and Health Record Keeping System.

OWCP (Office of Workers' Compensation Programs, Employee Standards Administration, Department of Labor) - The office that adjudicates compensation claims.

PEL (Permissible Exposure Limit) - PEL's are published by OSHA. They are based on interrelationships between data from experimental animal and human studies and from data on industrial experience obtained through clinical and epidemiological studies of workers in order to prevent irritation, discomfort, or occupational illnesses. PEL's are stressor concentration values in air below which nearly all persons may be exposed for given durations without adverse effects.

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- (1) Permissible Exposure Limit - Time Weighted Average (PEL-TWA). The concentrations in air of a stressor averaged over an eight hour or ten hour workday as appropriate. There may be contact with time period concentrations above the PEL concentration as long as they are balanced by time period concentrations below the PEL concentration so that the concentration averaged over the appropriate workday does not exceed the PEL-TWA.
- (2) Permissible Exposure Limit - Ceiling (PEL-C). A PEL-C is a concentration which may not be exceeded, even instantaneously. The irritant gases or compounds with a ceiling are denoted by a "C".

Periodic - A program exam or enrollment indicating need for regular medical surveillance at the interval specified by the reexamination frequency. The exam results for these programs determine an employee's medical qualification status for related occupations, operations, locations, and stressors.

Personal Protective Equipment (PPE) - A device or item to be worn, used or put in place for the safety or protection of an individual or the public at large, when performing work assignments in or entering hazardous areas or under hazardous conditions. PPE includes hearing protection, respirators, electrical matting, barricades, traffic cones, lights, safety lines, life jackets, protective clothing, shoes, gloves, etc.

Potentially Hazardous Noise - Exposure to greater than 84 dB(A) sound level or 140 dB peak sound pressure level for impact or impulse noise. The safe exposure time (T) for periods of less than 16 hours in any 24-hour period may be determined using the equation:

$$T = 16 - 2[(L-80) / 4]$$

where T = Time in hours and L = Effective sound level in dB.

Program - See Medical Surveillance Program.

GLOSSARY
(Continued)

Program Preference - A medical program that is to be given preferential treatment in scheduling during specified time periods, e.g., an exam needing the presence of a special practitioner who is available one morning each week.

Protocol - The list of medical history items, physical examinations, and lab tests that an employee should be given during an examination for a medical program.

Qualification - An employee's successful completion of a class.

RAC (Risk Assessment Code) - See Risk Assessment Code.

Rate of Exposure - The number of hours per year it is estimated that an average member of the exposed population is exposed to the cited hazardous condition. This figure should be an estimate by someone familiar with the work situation, based on the best available existing information (such as timecards). Special studies to obtain these data are not required.

The estimate should be based on net working days per year (i.e., total working days per year minus vacations and holidays, but not sick leave). Usually, net working days is 40 hours per week and 50 weeks per year (i.e., 2,000 hours per year).

For an exposure to a health hazard, the rate of exposure may be easily calculated if the individual works only at the operation in question. However, an employee will generally work in an area of potential exposure for a period of time and move to another location. If the transiency follows a predictable routine, the rate of exposure can be assessed by determining the degree of hazard at all work locations and eliminating those where the potential hazard is minimal.

The rate of exposure to safety risks may also vary. As an example, in general traffic areas, the lack of a guard rail on platforms or hand rails on stair steps may create brief repetitive exposures to several people, including operators, inspectors, and occasional casual personnel. In such cases, calculate average use of the steps or the platforms to determine the rate of exposure.

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Recordable Occupational Injuries or Illnesses - Any occupational injuries or illnesses which result in:

- (1) Fatalities, regardless of the time between the injury and death, or the length of the illness; or
- (2) Non-fatal cases that result in lost workdays; or
- (3) Non-fatal cases without lost workdays which result in transfer to another job or termination of employment, or require medical treatment (other than first aid), or involve loss of consciousness or restriction of work or motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost workday cases.

Reference Hearing Test - A hearing test performed when an individual is not experiencing a temporary threshold shift in hearing or other transient otologic pathology. The resulting audiogram will be used as a reference in computing any possible future threshold shift. Normally, this reference audiogram will be the first performed for hearing conservation purposes.

Reportable Occupational Injuries and Illnesses -

- (1) All fatalities resulting from occupational injuries or illnesses, regardless of the time between the injury and death, or the length of the illness.
- (2) All lost workday cases.
- (3) Non-fatal cases without lost workdays resulting in:
 - a) Transfer to another job.
 - b) Termination of employment.
 - c) Loss of consciousness.
 - 4) Restriction of work or motion.

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(Continued)

- 5) Medical treatment administered to occupationally injured or ill personnel by a physician or by a registered professional under the standing orders of a physician. Medical treatment does not include first aid treatment (one-time treatment and subsequent observations of minor scratches, cuts, burns, and splinters which do not ordinarily require professional medical care), even though provided by a physician or registered professional personnel.
- 6) Any diagnosed occupational illness as defined herein and not classified as a fatality or loss workday case.

Requirement - A course for which an employee must qualify before he/she can work with materials covered in the course.

Responsible Code - The shop having the primary obligation for abating a deficiency.

Retraining Frequency - The number of months between the time an employee attends a class and when he/she is due to attend the class again for retraining; if the retraining frequency is zero, the employee need only take the class once (assuming he/she qualifies the first time).

Risk Assessment Code (RAC) - A simple expression of risk which combines the elements of hazard severity and mishap probability according to OPNAVINST 5100.23B. This assessment is used to help prioritize abatement projects.

Safety Data File - The computer file, developed as part of the HMIS, used to store the hazardous material characteristics relevant to their safe handling, use, and disposal.

Safety or Health Professional - Persons who meet the Office of Personnel Management standards for Safety and Occupational Health Manager GS-018, Safety Engineer GS-803, Safety Technician GS-019, Fire Protective Engineer GS-0804, Fire Protection Specialist/Marshall GS-0081, Medical Officer GS-602, Health Physicist GS-1306, Industrial Hygienist GS-690, Occupational Health Nurse GS-610, Industrial Hygiene Technologist, or comparably qualified personnel as determined by appropriate Navy authority.

GLOSSARY
(Continued)

Serious Hazard - A workplace condition of Category I or Category II nature, as defined below:

- (1) Category I - Catastrophic: The hazard may cause death or loss of a facility.
- (2) Category II - Critical: May cause severe injury, severe occupational illness, or major property damage.
- (3) Category III - Marginal: May cause minor injury, minor occupational illness, or minor property damage.
- (4) Category IV - Negligible: Probably would not affect personnel safety or health, but is nevertheless in violation of specific criteria.

Serious Physical Harm - Permanent, prolonged, or temporary impairment of the body in which part of the body is made functionally useless or is substantially reduced in efficiency on or off the job. Illness could shorten life or significantly reduce physical or mental efficiency by inhibiting the normal function of part of the body. Examples of such illnesses are silicosis, asbestosis, hearing impairment, radiation exposure, and visual impairment.

Session - A class meeting that is one in a series of classes required for an employee to become qualified in a course.

Shop Training - An informal meeting of employees in a shop during which the shop supervisor conveys health and safety related information to employees.

Significant Threshold Shift - A change of hearing threshold level of 15 dB or greater, in either ear, at any frequency (1,000 to 4,000 Hz) between the reference audiogram and any subsequent audiogram. In addition, a change in hearing threshold of an average of 10 dB or more at 2000, 3000, and 4000 Hz in either ear shall be considered a significant threshold shift.

Smoke - Carbon or soot particles less than 0.1 micrometer in size resulting from the incomplete combustion of carbonaceous materials such as coal or oil.